

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Health and Safety			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded ECTS credits	0			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
4 e-learning	0	0	0	Z
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of an academic instructor				
The aim of the course is to familiarize students with the principles of occupational health and safety. Students will learn about health and safety regulations in force at higher education institutions, methods and criteria for assessing hazards and exposure in the workplace, and methods of protection against these risks. Students will also be familiarized with the rules of conduct in the event of an accident or emergency (e.g., fire, equipment failure), including first aid procedures in the event of an accident.				
Teaching methods: knowledge acquisition through e-learning.				
Prerequisites: general knowledge of occupational safety and health (OSH) acquired in the previous course.				
No	Course Content			
I	LECTURE: Ergonomic analysis. Assessment of the physical and psychological strain of work, assessment of the hazardous nature of work, assessment of the workplace, assessment of work organization, the importance of ergonomics in occupational risk assessment, ergonomic considerations in the development of occupational safety management systems, audits. Legal regulations in the field of occupational health and safety. Basic sources of law in Poland and the European Union regarding occupational health and safety, basic definitions in the field of labor law, basic duties and powers of the university rector, basic duties of the person managing employees and students, basic rights and obligations of students in the field of health and safety. Hazards arising from factors in work processes and principles and methods for eliminating or limiting the impact of these factors on students. Classification of harmful, dangerous, and burdensome factors; the most common hazards and nuisances in the higher education sector. Rules for dealing with accidents and hazardous situations (e.g., fire, breakdown), including rules for first aid in the event of an accident. Causes and principles of fire and explosion prevention; organization of fire protection in workplaces; rules of conduct in hazard prevention—evacuation and rescue operations; rules for providing first aid.			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: not applicable			
V	BUNA: not applicable			
Learning outcomes				
Directional effects – symbol and specification			Objective effects – specification	

in the field of <u>KNOWLEDGE</u>:	Knows and applies the basic principles of workplace organization, can adapt the workshop to meet needs.
E1_W12 Has advanced knowledge of modern information and information systems and techniques and the possibilities of their use in practice in accordance with the field of study.	
in terms of <u>SKILLS</u>:	Knows the basic principles of occupational health and safety at the university and follows the procedures for handling emergency situations.
E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in high-risk and uncertain situations, applying established frameworks and using specialized terminology	

Ways to verify the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W12	X										
E1_U09	X										

Form and conditions for passing the course: online test.

Student workload required to achieve learning outcomes in hours and ECTS credits	
Contact hours with an instructor	
Types of classes	Number of hours
Attendance at lectures	4
Participation in seminars	
Participation in exercises	0
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one group of quarters, conv., sem.)	
Total	4
Student's independent work divided by time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	
Writing a paper/project/essay	
Gathering materials and preparing presentations	
Independent reading	
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	
Total	0
Total (contact hours + student's own work)	4
	0 ECTS
Including the number of ECTS credits for contact hours with the direct participation of an academic instructor	0 ECTS
Including the number of ECTS credits for hours spent on independent work	0 ECTS

Basic literature: (up to 3 items)

N/A

**Approval: Vice Rector
for Academic Affairs**

SYLLABUS ACADEMIC CYCLE 2025-2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Library Training			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (bachelor's) Second-cycle (master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 X 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	0			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Instructor(s):	According to the curriculum			
Lectures	Conversation Classes	Exercise	BUNA*	Credit format*
4 e-learning	0	0	0	Z
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of a faculty member				
Course Objective: <i>To familiarize students with the organization and operation of the library and information system, the methods of making collections accessible, the rules for using the collections, and the library services offered. To familiarize students with the library website as the primary source of information about the library and its resources. To enable students to search online catalogs using various search criteria and develop a research strategy. Preparing the student to use a variety of traditional and electronic information and bibliographic sources. The student becomes familiar with the electronic information sources available in the library.</i>				
Teaching methods: <i>knowledge acquisition through e-learning.</i>				
Prerequisites: <i>None</i>				
No	Course content			
I	LECTURES: <ol style="list-style-type: none"> University library website. Libra Net university library and information system Library collections and electronic resources—including IBUK Libra, the Academica Digital Interlibra library, the Virtual Science Library, open science collections, and EBSCO databases Library services. Basic bibliological and bibliographic concepts. Location of documents. Computer directories. Methodology for searching computer directories. Searching for scientific literature through traditional and electronic information and bibliographic sources. Thematic search in the Libra Net library and information system 			
II	CONVERSATIONS:			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: not applicable			
V	BUNA: not applicable			
Learning outcomes				
Directional effects – symbol and specification			Objective effects – specification	
in the field of <u>KNOWLEDGE</u>:				

E1_W12	Has advanced knowledge of modern information and information systems and techniques, as well as the possibilities for their practical application in accordance with the field of study.	Knows and applies the rules and methods for sharing library resources.
in terms of SKILLS:		
E1_U05	Can locate and appropriately select sources of information, critically analyze, evaluate, and synthesize this information, and participate in debates by presenting and discussing different opinions and positions.	Is able to use library and information systems available in traditional and digital formats.

Ways to verify the outcome of this learning (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation	Individual	Group project
E1_W12	X										
E1_U05	X										

Requirements for passing the course: online test.

The student's workload required to achieve learning outcomes in hours and ECTS credits	
Contact hours with an instructor	
Types of classes	Number of hours
Participation in lectures	4
Participation in seminars	
Participation in exercises	0
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
Total	4
Student's independent work divided by time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	
Writing a paper/project/essay	
Gathering materials and preparing presentations	
Self-study	
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for the written/oral assessment in a subject	
Total	0
Total (contact hours + student's own work)	4
	0 ECTS
Including the number of ECTS credits for contact hours with the direct participation of an academic instructor	0 ECTS
Including the number of ECTS credits for hours spent on independent work	0 ECTS

Basic literature: (up to 3 items)

Regulations for making collections available in the library and information system of Powiślański University.

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

SYLLABUS
ACADEMIC CYCLE 2025–2028
Powiślańska Academy of Applied Sciences, Kwidzyn
Faculty of Economic and Social Sciences

Course Title:	Information Technology			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: I X 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Instructor(s):	According to the curriculum			
Lectures	Conversation Classes	Exercises	BUNA*	Credit*
9	0	21	12	E/Z
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of an academic instructor				
Course objective: <i>to familiarize students with the basic concepts and architecture of computers, computer software, information technology, wide area networks, and information systems used in economic organizations and institutions; to build upon knowledge, skills, and social competencies acquired in previous educational stages in the field of multimedia applications in business; and to prepare students for the use of modern information technologies and their practical application.</i>				
Teaching methods: <i>lectures (traditional) and situational learning, as well as practical exercises based on the use of various sources of knowledge (films, photographs, archival materials, statistical yearbooks, maps, the Internet, etc.), project-based learning, and case studies.</i>				
Prerequisites: <i>proficiency in using text, spreadsheet, graphics, and audio editing software; ability to actively participate in discussions and independently complete assigned tasks.</i>				
No	Course content			
I	LECTURE: 1. Development of the software industry: history, organization of the ICT sector, economic implications, commercial software, open-source software, legal protection of computer programs. 2. Information, data, information processing, data representation. 3. Introduction to relational databases. Trends in database development: NoSQL databases. Data warehouses. 4. Electronic documents. Visual and structured formatting. XML, HTML. 5. The Internet, network services, tools for exploring information contained in networks, and the possibilities of using the Internet. Software as a Service (SaaS). The Internet of Things. An overview of selected services available in the SaaS model.			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: 1. Edit text documents in a typical office suite. Defining the document structure and automating tasks (defining styles, automatic chapter numbering, generating a table of contents, etc.). 2. Create spreadsheets in a typical office suite. Describe calculations using formulas. Typical worksheet functions (sum, if, vertical lookup, etc.). Create charts. PivotTables. 3. Create a presentation in a typical office program. 4. Use of selected services available in the SaaS model (Google Docs).			
IV	EXERCISES: not applicable			
V	BUNA: Working with spreadsheets – calculations, graphical presentations, integration with a text editor, transferring data to a multimedia presentation			

Learning outcomes					
Directional effects – symbol and specification	Objective effects – specification				
<p>in the field of <u>KNOWLEDGE</u>:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.</td> </tr> <tr> <td style="padding: 5px;">E1_W02 Knows and understands economic conditions, forms, and standards, as well as market-related phenomena and processes. Has knowledge of economic structures and institutions, as well as their components, characteristics, and development.</td> </tr> <tr> <td style="padding: 5px;">E1_W12 Has advanced knowledge of modern information and information systems and techniques, as well as the possibilities for their practical application in accordance with the field of study.</td> </tr> <tr> <td style="padding: 5px;">E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.</td> </tr> </table>	E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.	E1_W02 Knows and understands economic conditions, forms, and standards, as well as market-related phenomena and processes. Has knowledge of economic structures and institutions, as well as their components, characteristics, and development.	E1_W12 Has advanced knowledge of modern information and information systems and techniques, as well as the possibilities for their practical application in accordance with the field of study.	E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.	<p>Knows the methods and IT tools appropriate for the scientific discipline of economics used to obtain data from primary and secondary sources, allowing for the analysis and interpretation of phenomena, processes, entities, structures, and organizational activities.</p> <p>Knows and understands the basic concepts related to the use of computers, operating systems, and office suites, including word processors, spreadsheets, and databases. Has knowledge of the usefulness and essence of IT support for entrepreneurship.</p> <p>Applies knowledge in the field of the scientific discipline of economics in the context of an organization's operations within a network and the company's visual identity in the digital space. Possesses the necessary knowledge to adapt selected IT tools to perform tasks more effectively.</p> <p>Knows and understands advanced concepts related to the use of computers, operating systems, and office suites, including word processors, spreadsheets, and databases. Has knowledge of how local and global computer networks function and the services available on the Internet. Has knowledge of computer safety and the use of resources available on the network.</p>
E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.					
E1_W02 Knows and understands economic conditions, forms, and standards, as well as market-related phenomena and processes. Has knowledge of economic structures and institutions, as well as their components, characteristics, and development.					
E1_W12 Has advanced knowledge of modern information and information systems and techniques, as well as the possibilities for their practical application in accordance with the field of study.					
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.					
<p>In terms of <u>SKILLS</u>:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.</td> </tr> <tr> <td style="padding: 5px;">E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes, and to analyze and evaluate the economic and social processes and phenomena taking place.</td> </tr> <tr> <td style="padding: 5px;">E1_U04 Communicates effectively using terminology from the field of economics and related sciences, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present his/her own ideas and views in an engaging and persuasive manner.</td> </tr> <tr> <td style="padding: 5px;">E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of the sciences, using acquired economic knowledge, practical conclusions, and professional experience in the independent execution of tasks, as well as in running a business and resolving professional work dilemmas.</td> </tr> </table>	E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.	E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes, and to analyze and evaluate the economic and social processes and phenomena taking place.	E1_U04 Communicates effectively using terminology from the field of economics and related sciences, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present his/her own ideas and views in an engaging and persuasive manner.	E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of the sciences, using acquired economic knowledge, practical conclusions, and professional experience in the independent execution of tasks, as well as in running a business and resolving professional work dilemmas.	<p>Is able to take an active part (as a collaborator or leader) in the analysis and evaluation of alternative solutions to IT and economic problems and select methods and tools (programs) that enable their practical implementation.</p> <p>Has the ability to observe, understand, and analyze phenomena in the real and virtual world, document and improve economic processes using appropriate IT tools (programs).</p> <p>Has the ability to prepare and deliver oral presentations appropriate to the subject and specific issues regarding the potential use of information technologies in the operations of market entities.</p> <p>Has the ability to prepare typical works on detailed issues in electronic form, using the principles of data collection, description, and interpretation, as well as inference supported by basic office software suites.</p>
E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.					
E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes, and to analyze and evaluate the economic and social processes and phenomena taking place.					
E1_U04 Communicates effectively using terminology from the field of economics and related sciences, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present his/her own ideas and views in an engaging and persuasive manner.					
E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of the sciences, using acquired economic knowledge, practical conclusions, and professional experience in the independent execution of tasks, as well as in running a business and resolving professional work dilemmas.					
<p>in the field of <u>SOCIAL COMPETENCIES</u>:</p>	<p>Independently enhances acquired knowledge using specific tools and information technology. Identifies new development opportunities as well as potential threats and is able to develop research competence and manage a professional career in an innovative manner.</p>				

<p>E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when encountering difficulty in solving a problem on their own.</p>	<p>Is able to actively cooperate in task forces in both in-person and virtual settings (including international contexts). The student is able to cooperate and work in a group by taking on different roles within it.</p> <p>Presents arguments using modern technologies, presenting content that is lawful and respects the dignity of the audience. In a diverse environment, adapts methods of interaction to a given society.</p>
<p>E1_K02 Able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also taking responsibility for the results of their work and the entire team.</p>	
<p>E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	

Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01, E1_W02, E1_W12, E1_W4	X				X			X			X
E1_U02... 04, E1_U06	X				X			X	X		X
E1_K01, E1_K02, E1_K06								X			X

Form and conditions for passing the course: completion of a project (individual or group), passing based on practical tasks discussed during classes, written exam—questions of a closed and open-ended interpretive nature.

The student's workload required to achieve learning outcomes in hours and ECTS credits	
Contact hours with an instructor	
Types of classes	Number of hours
Attendance at lectures	9
Participation in seminars	
Participation in exercises	21
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
BUNA	12
Total	42
Student's independent work divided by time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	10
Writing a paper/project/essay	
Gathering materials and preparing presentations	
Self-study	10
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	13
Sum of	33
Total (contact hours + student's own work)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with direct participation	1.5 ECTS

of an academic instructor	
2.including the number of ECTS credits for hours spent on independent work	1.5 ECTS
<p>Basic literature:</p> <ol style="list-style-type: none"> 1. D. S. A. Ramya, Fundamentals of Information Technology, MJP Publisher, [Chennai] 2023. 2. H. Overby, J. A. Audestad, *Introduction to Digital Economics: Foundations, Business Models, and Case Studies*, Springer, [Berlin] 2023. <p>Supplementary reading:</p> <ol style="list-style-type: none"> 1. S. Guldenberg, E. Ernst, Managing Work in the Digital Economy, Springer, [Berlin] 2022. 	
<p>Approved by: Vice Rector for Academic Affairs</p>	

SYLLABUS
ACADEMIC CYCLE 2025–2028
Powiślańska Academy of Applied Sciences, Kwidzyn
Faculty of Economic and Social Sciences

Course Title:	Physical Education			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/>	supplementary <input type="checkbox"/>	elective <input type="checkbox"/>	
Year and semester of study*:	Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester*: 1 X 2 X 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	0			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
0	0	30+30	0	ZO
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to familiarize students with the issues of developing the habits of a healthy lifestyle and engaging in physical activity.</i>				
Teaching methods: <i>practical exercises, demonstration.</i>				
Prerequisites: <i>none.</i>				
No	Course Content			
I	LECTURES: not applicable			
II	Seminars: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: Field athletics: Cooper test, hiking. Gymnastics: <ul style="list-style-type: none"> • improvement of elements of artistic gymnastics, • fitness elements, • aerobics. Team sports – learning and improving game techniques and tactics. Athletics – short, middle, and cross-country running techniques.			
V	BUNA: not applicable			
Learning outcomes				
Directional effects – symbol and specification			Objective effects – specification	
in the field of SOCIAL COMPETENCIES:			Is able to actively collaborate within a team, take on various roles, and respect and follow social norms and sports rules—fair play. Understands the need for an assertive and empathetic approach to the challenges posed, dynamic changes taking place in the environment, and adaptation to the situation.	
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions he makes, and also takes responsibility for the results of his work and the whole team.				
E1_K06 Is able to think in an entrepreneurial way and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.				

Ways to verify the outcome of this learning (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual	Group project
E1_K02								X			
E1_K06								X			
Requirements for passing the course: attendance and active participation in class.											
The student's workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with an instructor											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in exercises									60		
Participation in lab sessions											
Consultations (2 hours for the lecture, 1 hour for one training group, consultations, seminars)											
Total									60		
Student's independent work broken down by time (examples of student work forms)											
Type of student work									Number of hours		
Preparing for classes											
Writing a paper/project/essay											
Gathering materials and preparing presentations											
Independent reading											
Preparing for colloquia/tests											
Preparing for the written/oral exam in a subject											
Preparation for the written/oral assessment in a subject											
Total											
Total (contact hours + student's own work)									60		
									0 ECTS		
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor									0 ECTS		
2. including the number of ECTS credits for hours spent on independent work									0 ECTS		
Practical courses											
Approved by:											
Vice Rector for Academic Affairs											

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Descriptive Statistics			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 X 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	5			
Language of instruction:	English			
Contact (phone/email):	Phone: 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
21	0	18	12	E/ZO
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to acquire knowledge in the field of descriptive statistics and practical skills in obtaining, analyzing, presenting, and interpreting statistical data</i>				
Teaching methods: <i>lectures supplemented with audiovisual materials, seminars, term paper—a group project for 2–3 students.</i>				
Teaching tools used: <i>JASP software, use of website resources: https://www.wolframalpha.com/, https://www.geogebra.org/calculator, https://www.calculator.net/statistics-calculator.html, https://www.calculatorsoup.com/calculators/statistics/descriptivestatistics.php</i>				
Prerequisites: <i>proficiency in economic and mathematical terminology and skills in mathematical and statistical methods, as well as the use of spreadsheets.</i>				
No	Course Content			
I	LECTURE: Subject, functions, and tasks of statistics—statistical data and norms, mass processes. Statistical surveys—types of research, the statistical survey process, tabular and graphical presentation of statistical data, and the use of survey results. Structural analysis based on classical and positional parameters—measures of central tendency, dispersion, asymmetry, and concentration; comprehensive structural analysis. Interdependence analysis—correlation and regression of quantitative variables; correlation of qualitative features. Dynamic analysis—index methods, time series decomposition			
II	SEMINARS: The concept and methods of statistics, the application of statistics, basic concepts and definitions (population, sample, characteristics), statistical survey (classification, stages, essence of sample surveys, sampling schemes). Data processing: organizing and grouping. Data presentation: series, arrays, charts. Analysis of distribution:			

	Classical and positional parameters of position, dispersion, and asymmetry; uneven distribution of values. Linear correlation coefficient. Rank correlation coefficients.
III	LABORATORY EXERCISES: Correlation of quality characteristics (selected coefficients of ace and contingency). Linear regression function (estimation and interpretation of function parameters, evaluation of function fit). Selected nonlinear regression functions (exponential, power, hyperbolic parameter estimation and evaluation of function fit). The nature and types of time series, graphical representation. Analysis of dynamics: individual indicators, average rate of change, average level of the phenomenon in time series. Aggregate indices of absolute values. Decomposition of time series: estimation and interpretation of linear parameters and selected nonlinear trend functions, assessment of fit. Forecasting phenomena. Isolating seasonal fluctuations
IV	EXERCISES: not applicable
V	BUNA: Processing of raw data; analysis and interpretation of empirical data.
Learning outcomes	
Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W01 Has a comprehensive understanding of the role of economics within the scientific community, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, as well as how to apply this practical knowledge in business activities.	Describes the application of statistics in economics. Has knowledge of standard procedures and statistical methods and tools (including techniques). Knows the methods of statistical description of a one-dimensional empirical distribution Describes the principles of obtaining data from primary and secondary sources, enabling their proper analysis and interpretation, and describing phenomena, processes, entities, structures, and activities. Understands research approaches and common statistical methods and tools. Describes the principles of using statistical data to gain insight into humans as agents who shape economic structures. Understands the methods of descriptive statistics used in the study of economic phenomena and management. Has knowledge of the use of software packages in statistical data analysis. Knows advanced statistical methods and understands their utility. Understands selected concepts, objects, and phenomena used in descriptive statistics. The student is able to select a statistical method for a specific research problem and apply it. Has knowledge of the use of computer software in statistical data analysis. Has the ability to independently analyze and interpret quantitative phenomena and processes in various areas of economic and social life using modern information technologies.
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.	
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.	
E1_W06 Knows and understands, to an advanced degree, how to apply and analyze the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic functioning and complex dependencies, as well as in forecasting future scenarios of economic and social activity.	
E1_W12 Has advanced knowledge of modern information and information systems and techniques and the possibilities of their use in accordance with the field of study in practice.	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	Is able to observe the environment, using appropriate methods and computational techniques characteristic of the field of statistics. Uses statistical tools. Has the ability to describe the phenomena taking place as well as to predict their future course, indicating the consequences and the risk of their occurrence. Formulates
E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of	

economic disciplines.	draws practical conclusions and solves economic problems using statistical tools. Analyzes and documents the symptoms, course, and causes of specific phenomena using statistical tools. Presents statistical data.
E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solutions in business practice related to the field of study.	
in the field of SOCIAL COMPETENCIES:	
E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when facing difficulty in solving the problem on their own.	Independently expands and enhances knowledge and skills in the field of descriptive statistics. Is committed to continuing education and improving professional qualifications. Is able to enhance and supplement existing competencies. Actively cooperates in task forces. Assumes different roles when carrying out specific research tasks. Takes responsibility for specific results of team cooperation and individual work. Adapts to new situations using statistical data. Is prepared to solve complex problems that require the use of statistical analysis.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions he makes, and also takes responsibility for the results of his work and that of the entire team.	
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 on their own.	

Ways to verify the outcome of this learning (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in the	Individual project	Group project
E_W01, E_W02, E_W04, E_W06, E_W12	X		X		X			X	X		X
E1_U01, E1_U02, E1_U10	X		X					X			X
E1_K01, E1_K02, E1_K03	X		X		X			X			X

Requirements for passing the course: passing the exercises in the form of a test, including open-ended, closed-ended, and mixed-format questions; additionally, a 5–7-minute introductory colloquium and a written exam covering both closed-ended and open-ended interpretive questions.

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

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	21
Participation in seminars	
Participation in exercises	18
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
BUNA	12
Sum of	51

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

Form of student work	Number of hours
Preparing for classes	15

Writing a paper/project/essay	10
Gathering materials and preparing presentations	
Self-study	25
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for the written/oral assessment in a subject	24
Total	74
Total (contact hours + student's own work)	125
	5 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	2 ECTS
2. including the number of ECTS credits for hours completed in the form of independent work	3 ECTS
Basic literature:	
<ol style="list-style-type: none"> 1. R. L. Ott, M. Longnecker, Introduction to Statistical Methods and Data Analysis, Cengage, [no place] 2021. 2. M. L. Berenson, D. M. Levine, K. A. Szabat, D. F. Stephan, Basic Business Statistics, Global Edition, PEARSON Education Limited, Harlow 2019. 	
Supplementary reading:	
<ol style="list-style-type: none"> 1. D. S. Moore, G. P. McCabe, B. A. Craig, Introduction to the Practice of Statistics, Macmillan Learning, London 2021. 2. C. Jeffrey, *Statistics for Business and Economics*, Cengage Learning EMEA, [no place] 2024. 	
Approved by the Vice-Rector: Vice-Rector for Science and Education Quality	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Econometrics			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 X 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits	6			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resources management <input type="checkbox"/> 			
Instructor(s) Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
12	0	18	12	E/ZO
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of an instructor				
Course objective: <i>to acquire knowledge in the field of modeling and forecasting economic relationships and practical skills in the use of statistical and econometric tools to describe economic relationships and interdependencies</i>				
Teaching methods: <i>lectures using audiovisual aids, seminars, computer lab, term project—a group project for 2–3 students.</i> Teaching tools used: <i>use of website resources: https://posit.cloud/</i>				
Prerequisites: <i>Mastery of economic, statistical, and mathematical terminology, as well as skills in mathematical, statistical, and spreadsheet techniques</i>				
No	Course content			
I	LECTURE: Economic theory and econometric modeling. Economic models, econometric models. Objectives and methods of econometrics, classification of econometric models, stages of econometric modeling, specification of model variables. Linear regression with one explanatory variable. Least squares method. Basics of time series analysis. Forecasting rules.			
II	SEMINARS: n/a			
III	LABORATORY EXERCISES: n/a			
IV	EXERCISE: Review of matrix calculus concepts. Principles of interpreting structural parameters in static models: assessment of structural parameters,			

	<p>average and marginal measures, partial elasticities.</p> <p>Model verification: selection of variables for the model, interpretation of measures of model fit to empirical data, residual variance and residual error, application of a test for adding and removing variables. The use of the Classical Method of Least Squares for estimating linear and linearizable models, estimation of the model using the KMNK method.</p> <p>Durbin-Watson statistics, testing the normality of the random component's distribution, testing the constancy of the random component's variance, analyzing the results of model estimation using the Microsoft program, Gretl.</p>				
V	<p>BUNA: Principles of forecasting and their application</p>				
Learning outcomes					
Directional effects – symbol and specification	Objective effects – specification				
<p>in the field of <u>KNOWLEDGE</u>:</p> <table border="1"> <tr> <td>E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and its relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.</td> </tr> <tr> <td>E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.</td> </tr> <tr> <td>E1_W03 Identifies interrelationships between economic phenomena, entities, structures, and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. Knows how to apply this knowledge in practice.</td> </tr> <tr> <td>E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.</td> </tr> </table>	E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and its relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.	E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.	E1_W03 Identifies interrelationships between economic phenomena, entities, structures, and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. Knows how to apply this knowledge in practice.	E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.	<p>Has knowledge of the place of economics in the system of sciences, its nature, methodology, and connections with other scientific disciplines. Defines the basic concepts in the field of economic sciences, with particular emphasis on the terminology characteristic of econometrics.</p> <p>Knows which type of model to use to describe or forecast a particular process or socio-economic problem. Has a basic understanding of multivariate econometric models and general equilibrium models.</p> <p>Describes the relationships between phenomena, subjects, and structures in econometrics. Knows standard methods and tools, including techniques for obtaining data from primary and secondary sources, enabling the application of knowledge in the field of econometrics to analyze and interpret phenomena and processes.</p> <p>Describes the use of statistical methods in econometric research. Knows the theoretical basis for constructing econometric models, verifying them, and making forecasts based on these models.</p>
E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and its relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.					
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.					
E1_W03 Identifies interrelationships between economic phenomena, entities, structures, and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. Knows how to apply this knowledge in practice.					
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.					
<p>in terms of <u>SKILLS</u>:</p> <table border="1"> <tr> <td>E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.</td> </tr> <tr> <td>E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within economic disciplines.</td> </tr> <tr> <td>E1_U04 Communicates effectively using terminology from the field of economics and related sciences, both within a team of colleagues and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an engaging and persuasive manner.</td> </tr> <tr> <td>E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solutions in business practice related to the field of study.</td> </tr> </table>	E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within economic disciplines.	E1_U04 Communicates effectively using terminology from the field of economics and related sciences, both within a team of colleagues and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an engaging and persuasive manner.	E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solutions in business practice related to the field of study.	<p>Is able to observe the environment and identify changes in economic phenomena using econometric terminology. Can interpret observed basic phenomena and socio-economic processes.</p> <p>Applies basic knowledge of econometrics in practice. Uses reliable data to analyze and document the symptoms, causes, course, consequences, and risks of specific phenomena. Is able to forecast processes and formulate practical conclusions for decision-makers at various levels of decision-making.</p> <p>Uses argumentation by referring to relevant theories, views, and results obtained from his own research.</p> <p>Has the skills to apply theoretical knowledge to describe and analyze economic processes. Can perform substantive and statistical evaluations and interpret the results of such analyses; can perform substantive and statistical evaluations of nonlinear models and interpret</p>
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.					
E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within economic disciplines.					
E1_U04 Communicates effectively using terminology from the field of economics and related sciences, both within a team of colleagues and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an engaging and persuasive manner.					
E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solutions in business practice related to the field of study.					

	analysis results.
<p>in the field of <u>SOCIAL COMPETENCIES:</u></p> <p>E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when they have difficulty solving a problem on their own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also taking responsibility for the results of their work and that of the entire team.</p> <p>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 the event of difficulties in solving them on their own.</p> <p>E1_K06 Is able to think in an entrepreneurial way and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>Understands the need to improve one's own analytical skills. Is able to independently supplement and improve knowledge and skills in the field of econometrics.</p> <p>Is able to work effectively in a team and contribute to the development of economic projects. Is open to changes in the environment and willingly shares practical experiences with other members of task forces. Appropriately sets priorities for achieving the specified goal.</p> <p>Is prepared to independently conduct an analysis of a selected problem concerning the functioning of the economy on a micro- and macroeconomic scale, taking into account econometric and forecasting methods.</p> <p>Thinks and acts in an entrepreneurial manner. Actively and creatively combines knowledge from economics, statistics, and econometrics, and interprets and presents the results of statistical analyses.</p>

Ways to verify the outcome of this learning (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01.04	X		X		X			X	X		X
E1_U01, E1_U02, E1_U04, E1_U10	X		X					X			X
E1_K01 E1_K02, E1_K03, E1_K06	X		X					X			X

Requirements for passing the course: passing the exercises in the form of a test consisting of open-ended, closed-ended, and mixed-format questions; additionally, a 5–7-minute introductory colloquium; and a written exam covering closed-ended and open-ended interpretive questions.

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

Contact hours with an instructor	
Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	18
Participation in exercises	
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
BUNA	12
Total	42
Student's independent work divided by time (examples of student work forms)	
Form of student work	Number of hours
Preparing for class	20

Writing a paper/project/essay	15
Gathering materials and preparing presentations	15
Self-study	24
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	34
Total of	108
Total (contact hours + student's own work)	150
	6 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	2 ECTS
2. including the number of ECTS credits for hours completed in the form of independent work	4 ECTS
<p>Basic literature: (<i>up to 3 items</i>)</p> <ol style="list-style-type: none"> 1. J. H. Stock, M. W. Watson, Introduction to Econometrics, Global Edition, Pearson Education Limited, Harlow 2019. 2. V. Mignon, Principles of Econometrics: Theory and Applications, Springer, Berlin 2024. <p>Supplementary reading: (<i>up to 5 items</i>)</p> <ol style="list-style-type: none"> 1. D. N. Gujarati, Essentials of Econometrics, SAGE Publications Ltd, Thousand Oaks 2021. 2. D. AsterioU, S. G. Hall, *Applied Econometrics*, Bloomsbury Publishing, London 2021. 	
<p>Approved by: Vice Rector for Academic Affairs</p>	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Management			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	4			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA *	Credit type*
21	0	18	0	E/ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
The aim of the course: to present key concepts in the field of business administration, to demonstrate the principles of performing management functions, as well as factors that determine the effectiveness of decisions made.				
Teaching methods: <i>knowledge acquisition through traditional lectures and independent learning through problem analysis using brainstorming and case studies (CASE STUDY).</i>				
Teaching tools used: <i>Mindomo software, Linear software.</i>				
Prerequisites: <i>general knowledge of how enterprises operate in the market, general ability to identify human needs and organizational needs, and a general understanding of cause-and-effect relationships.</i>				
No	Course content			
I	LECTURES: <ol style="list-style-type: none"> 1. Review of the evolution of business administration concepts. 2. Analogies of organizations. 3. Leadership roles and skills. 4. Managerial styles. Practical examples. 5. Organizational strategies. Case study. 6. Organizational structures. 7. Motivation. Case study. 8. Control. 			

	9. Decision-making process and organizational change.
II	SEMINARS: n/a
III	LABORATORY EXERCISES: n/a
IV	EXERCISE: 1. The essence of managerial action. 2. Principles and importance of the planning process. 3. Principles and importance of the process of organizing activities. 4. Organizational structure, organizational analogies. 5. Principles, types, and meaning of the motivation process. 6. Principles and importance of the control process. Audit vs. control.
V	BUNA: 1. Selected organizational analogies – practical examples. 2. Organizational structure vs. organization chart. 3. Employee motivation – efficiency and effectiveness of systems based on examples from the organization.

Learning outcomes

Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W01 Has a comprehensive understanding of the role of economics within the scientific community, its nature, methodology, and its relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences and how to apply this practical knowledge in business activities.	Possesses basic knowledge of the essence of business administration and the evolution of concepts related to the management of an organization, and is familiar with the basic terminology pertaining to business administration processes.
E1_W05 Knows and understands at an advanced level the nature of humans as entities that create economic structures; knows the rules of human behavior in terms of satisfying needs, and has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice.	
E1_W06 Knows and understands at an advanced level the methods 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 in forecasting future scenarios of economic and social activity.	
E1_W08 Has knowledge of the processes of development and transformation of entities, institutions, and economic structures; recognizes the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	Analyzes and documents the symptoms, causes, and progression and effectiveness of processes, as well as managerial functions within the organization
E1_U04 Communicates effectively using terminology from the field of economics and related sciences, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present his own ideas and views in an engaging and persuasive manner.	
	Formulates practical conclusions based on the analysis of economic data () and draws practical conclusions () based on the analysis of business administration documentation () and formulates ideas and proposals () based on the analysis of business administration documentation () administration documentation and formulates ideas and doubts regarding the functioning of the management system, leading to the optimization and improvement of managerial functions.

<p>E1_U07 Is able to cooperate with others as part of a team or as a leader; takes the lead in analyzing and evaluating alternative solutions to economic problems and selects methods and tools to rationally resolve and optimize them.</p>	<p>Participates in the analysis and evaluation of alternative approaches related to effective, efficient, and optimal business administration.</p>
<p>E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solutions in business practice, in connection with the field of study.</p>	
<p>in the field of <u>SOCIAL COMPETENCIES:</u></p>	
<p>E1_K01 Is able to critically assess their level of knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when unable to solve a problem on their own.</p>	<p>Is able to independently supplement and improve knowledge and skills in the field of practical activities and managerial functions. Understands the need to draw on knowledge from available scientific publications and search for specialized (industry) literature, discussing current trends in the field of organizational business administration—case study.</p> <p>Correctly identifies and diagnoses the determinants of business administration and organizational development in the market. Is able to determine the sequence of activities arising from managerial functions, with a view to achieving the set goals.</p> <p>Participates in projects related to organizational development, is prepared to engage in substantive discussions and present views on improving the organization’s development strategy.</p> <p>Is able to think and act in an entrepreneurial manner, communicates effectively with the organization’s internal and external stakeholders, and is able to assess the risks and consequences of business management decisions across different time horizons.</p>
<p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also taking responsibility for the results of their work and that of the entire team.</p>	
<p>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 on his/her own.</p>	
<p>E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	

Ways to verify the outcome of this learning (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES*)

Outcomes (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01	X		X							X	X
E1_W05	X		X							X	X
E1_W06	X		X							X	X
E1_W08	X		X							X	X
E1_U01	X		X					X		X	X
E1_U04	X		X					X		X	X
E1_U07	X		X					X		X	X
E1_U10								X		X	X
E1_K01			X							X	x
E1_K02										X	X
E1_K03										X	X
E1_K06										X	X

Requirements for passing the course: passing the exercises in the form of a test, including open-ended, closed-ended, and mixed questions; additionally, a 5–7-minute oral presentation; and a written exam consisting of closed-ended and open-ended interpretive questions.

The student's workload required to achieve learning outcomes in hours and ECTS credits	
Contact hours with an instructor	
Types of classes	Number of hours
Participation in lectures	21
Participation in seminars	
Participation in exercises	18
Participation in laboratory classes	
Consultations (2 hours for the lecture, 1 hour for one training group, seminar)	
Total	39
Student's independent work divided by time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	11
Writing a paper/project/essay	15
Gathering materials and preparing presentations	
Self-study	15
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	20
Total	61
Total (contact hours + student's own work)	100
	4 ECTS
1. including the number of ECTS credits for contact hours involving the direct participation of a faculty member	1.5 ECTS
2. including the number of ECTS credits for hours spent on independent work	2.5 ECTS
Basic literature: (up to 3 items)	
1. J. Dubrin, Essentials of Management, Wessex Inc, [no place] 2022.	
2. L. Mathien (ed.), Basics of Operations Management, Univ Readers, [no place] 2021.	
Supplementary reading:	
1. S.B. Ivory, Macdonald E., Theory & Practice, LAP Lambert Academic Publishing, Saarbrücken 2022.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Accounting			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 X 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits	4			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • Core courses X • major-specific courses <input type="checkbox"/> • specialization courses <input type="checkbox"/> • Finance and Accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
12	0	18	12	E/ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
Course Objective: <i>The primary objective of this course is to familiarize students with the functions of an enterprise's accounting information system, its structure, and the methods and principles governing its operation. In particular, students should gain an understanding of the information contained in a company's financial statements, as well as the ability to interpret and comprehend that information. In addition to the core objective of the course, it aims to develop students' skills in recognizing the basic economic and financial categories within an enterprise (assets/liabilities, revenues/costs, receipts/expenses), as well as the ability to identify, measure, and record them.</i>				
Teaching methods: <i>interactive activities, simulations, and problem-based learning. Activating exercises, discussion, group work, problem-solving and situational methods. Independent assignments, practical exercises.</i>				
Teaching tools used: <i>software Accounting, use of website resources: https://www.calculatorsoup.com/calculators/financial/index-personal-finance-and-accounting.php</i>				
Prerequisites: <i>Knowledge of the economic fundamentals of business operations, the structure and functions of the management process, and basic concepts in finance is required. Ability to use accounting recording tools. Ability to record basic business transactions in accounting ledgers. Ability to prepare a balance sheet and calculate turnover and balances. Correct interpretation of basic accounting entries.</i>				
No	Course Content			
I	LECTURE: 1. Property resources and sources of their origin.			

	<ol style="list-style-type: none"> 2. Analysis of the enterprise's balance sheet. 3. Functioning of balance sheet accounts. 4. Analytical records in ledger accounts. 5. General cost records. 6. Operating expenses, operating expenses, and extraordinary results. 7. Determination of the financial result. 8. Basic financial statements and their analysis. 			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	<p>EXERCISE:</p> <ol style="list-style-type: none"> 1. Construction of the balance sheet. Economic operations and their impact on an enterprise's balance sheet. 2. Construction of the general ledger. Exercises in recording business transactions in accounting accounts. Double-entry rule. 3. Records of basic economic operations from the opening balance sheet to the closing balance sheet. Breakdown of turnover and balances. Closing balance. 4. Records related to the correction of accounting errors. 5. Records in the resulting accounts. 6. Basic records of general costs. 7. Basic categories affecting the financial result (fiscal years). 			
V	<p>BUNA:</p> <ol style="list-style-type: none"> 1. Characteristics of property resources and their sources. 2. Analysis of the balance sheet using a selected enterprise as an example. 3. Techniques for correcting accounting errors. 4. The impact of business operations on the entity's balance sheet. 5. Breakdown and linking of ledger accounts. 6. Rules for the operation of off-balance-sheet accounts. 7. Categories that influence an enterprise's profit or loss. 8. Characteristics of the basic financial statements. 			
Learning outcomes				
Directional effects – symbol and specification	Objective effects – specification			
<p>in the field of <u>KNOWLEDGE</u></p> <table border="1" style="width: 100%;"> <tr> <td>E1_W01 Has a comprehensive understanding of the role of economics within the scientific community, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.</td> </tr> <tr> <td>E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.</td> </tr> <tr> <td>E1_W09 Knows and understands the principles of the functioning of the market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to put this knowledge into practice.</td> </tr> </table>	E1_W01 Has a comprehensive understanding of the role of economics within the scientific community, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.	E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.	E1_W09 Knows and understands the principles of the functioning of the market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to put this knowledge into practice.	<p>Describes the financial statements, i.e., the balance sheet and the income statement. Characterizes the accounting principles and the principles of accounting operations on accounts based on the learned legal norms. Forms, lists, and identifies the basic concepts related to this subject.</p> <p>Presents records of economic operations from accounting. Describes economic phenomena and processes occurring within the enterprise.</p> <p>Has knowledge of perspectives on social structures, phenomena, and institutions, as well as types of social bonds and their historical evolution. Knows the principles of creating and developing forms of individual entrepreneurship using knowledge in the field of economics.</p>
E1_W01 Has a comprehensive understanding of the role of economics within the scientific community, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.				
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.				
E1_W09 Knows and understands the principles of the functioning of the market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to put this knowledge into practice.				
<p>in terms of <u>SKILLS</u>:</p> <table border="1" style="width: 100%;"> <tr> <td>E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.</td> </tr> <tr> <td>E1_U02 Is able to apply his theoretical knowledge and</td> </tr> </table>	E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	E1_U02 Is able to apply his theoretical knowledge and	<p>Designs and proposes alternative solutions for the management and administration of the basic economic processes taking place in the enterprise.</p> <p>Analyzes and applies the acquired knowledge to manage the enterprise. Is able to use the</p>	
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.				
E1_U02 Is able to apply his theoretical knowledge and				

effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.		applies acquired scientific knowledge to interpret socio-economic phenomena. Correctly applies legal and organizational norms and rules to solve specific tasks in the field of economics.
E1_U05 Can find and properly select sources of information, critically analyze, evaluate, and synthesize this information, and participate in debates, presenting and discussing different opinions and positions.		
E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solutions in business practice related to the field of study.		

in the field of SOCIAL COMPETENCIES:		Strives to work independently and effectively while learning about the functioning of laws, norms, and accounting principles at the basic level.
E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when facing difficulty in solving the problem on their own.	Willingly works in a team, maintaining an assertive attitude. Demonstrates accuracy and reliability in problem-solving.	
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of their work and that of the entire team.		
E1_K06 Is able to think in an entrepreneurial way and communicate effectively with others; adapts to new situations and conditions, and develops resilience in the face of failure and stress.		Seeks to eliminate various types of irregularities and shortcomings as soon as possible. Takes responsibility for decisions made and knows how to defend them.

Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01, E1_W04, E1_W09, E1_W13	X		X		X			X	X	X	X
E1_U01, E1_U02, E1_U05, E1_U10,	X		X					X		X	X
E1_K01, E1_K02, E1_K06,	X		X					X		X	X

Form and conditions for passing the course: passing the exercises in the form of a test, open-ended/closed-ended/mixed questions, plus a 5-7 minute introductory colloquium, and a written exam—questions of a closed-ended and open-ended interpretive nature.

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

Contact hours with an instructor	
Types of classes	Number of hours
Attendance at lectures	12
Participation in seminars	

Participation in exercises	18
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
BUNA	12
Total	42
Student's independent work divided by time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	14
Writing a paper/project/essay	14
Gathering materials and preparing presentations	
Self-study	10
Preparing for colloquia/tests	10
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	10
Total	58
Total (contact hours + student's own work)	100
	4 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	2 ECTS
2. including the number of ECTS credits for hours spent on independent work	2 ECTS
Required reading:	
<ol style="list-style-type: none"> 1. A. Souad, Fundamentals of Accounting, Toronto Academic Press, Burlington 2024. 2. S. Bernard, R. Bernard, *Fundamentals of Accounting and Practice of Bookkeeping*, vols. 1–2, Legare Street Press, 2022. 	
Supplementary reading:	
<ol style="list-style-type: none"> 1. Thomas, Introduction to Financial Accounting, McGraw-Hill, New York 2019. 2. Ch. Horngren, W. Tietz, C. Thomas, W. Harrison, T. Suwardy, Financial Accounting, Global Edition, Pearson Education Limited, Harlow 2023. 	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Philosophy			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> optional <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 X 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits	2			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resources management <input type="checkbox"/> 			
Instructor(s) Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
21	0	0	0	ZO
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of a faculty member				
The aim of the course: <i>to show students not only the facts of the history of Western culture, but also to make them aware of the importance of argumentation and philosophical views, both for the development of societies and the life of every human being.</i>				
Teaching methods: <i>lecture with audiovisual aids, term paper.</i>				
Prerequisites: <i>Actively participate in classes, complete recommended assignments on your own.</i>				
Ye s	Course content			
I	LECTURE: <ol style="list-style-type: none"> 1. History of the Origins and Periodization of European Philosophy 2. Fields of philosophy and fundamental philosophical questions 3. Trends and areas of interest in contemporary philosophy 4. Philosophy of culture 5. Philosophy of art 6. Philosophy of science 7. Political philosophy 8. Economic philosophy 9. Social communication 10. Ethics – Basic Problems and Positions 11. Ethics – Contemporary Moral Problems 			
II	Seminars: N/A			

Form and conditions for passing the course: individual preparation of a paper on the given topics followed by a discussion, written exam with open-ended questions; preparation of a group presentation followed by a discussion

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

Contact hours with an instructor

Types of classes	Number of hours
Attendance at lectures	21
Participation in seminars	
Participation in exercises	
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, consultation, seminar)	
Total	21

Student's independent work divided by time (examples of student work forms)

Form of student work	Number of hours
Preparing for classes	13
Writing a paper/project/essay	
Gathering materials and preparing presentations	
Self-study	
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	16
Preparation for written/oral assessment in a subject	
Total of	29
Total (contact hours + student's own work)	50

2 ECTS

1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor

1 ECTS

2. including the number of ECTS credits for hours spent on independent work

1 ECTS

Basic literature: (up to 3 items)

1. J. D. Rendtorff, Philosophy of Management and Sustainability: Business Ethics and Social Responsibility in Sustainable Development, Emerald Group Publishing, Bingley 2022.
2. W. H. Walsh, *Philosophy of History: An Introduction*, Legare Street Press [no place], 2023.

Supplementary literature: (up to 5 items)

1. D. Haynes, A Brief History of Western Philosophy, Dominic Haynes History, [no place] 2023.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Effectiveness of Marketing Decisions			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> optional <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III <input checked="" type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/>	
Number of ECTS credits awarded	3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
21	0	0	12	ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to present key concepts in the field of the effectiveness of marketing decisions and to demonstrate the operations of enterprises under specific economic conditions.</i>				
Teaching methods: <i>knowledge acquisition through discussions and solving tasks and problems related to the functioning of enterprises in the specified scope during discussions.</i>				
Teaching tools used: <i>Mindomo software.</i>				
Prerequisites: <i>numerical understanding of how an enterprise operates in a market economy, the ability to identify needs and organizational structures, and an understanding of cause-and-effect relationships.</i>				
No	Course content			
I	LECTURES: not applicable			
II	Seminars: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISE: <ol style="list-style-type: none"> 1. Making marketing decisions in the enterprise. 2. Marketing decision-making systems in the enterprise based on practical examples. 3. Factors influencing marketing decision-making in the enterprise. Case study. 4. Analysis of marketing decision-making in the enterprise. 5. Effectiveness of marketing decisions in the enterprise – analysis and evaluation based on selected examples from management practice. 			

V	BUNA : 1. The Specificity of Marketing Decision-Making Processes in the Enterprise. 2. Effectiveness of marketing decisions in the enterprise—analysis of a specific case.	
Learning outcomes		
Directional effects – symbol and specification		Objective effects – specification
in the field of KNOWLEDGE: E1_W01 Has a comprehensive understanding of the role of economics within the scientific system, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities. E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities. E1_W05 Knows and understands at an advanced level the nature of humans as entities that create economic structures; knows the rules of human behavior in terms of satisfying needs, and has a basic understanding of the principles and motives of human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice. in terms of SKILLS: E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines. E1_U07 Is able to cooperate with others as part of a team or as a leader; takes the lead in analyzing and evaluating alternative solutions to economic problems and selects methods and tools to rationally resolve and optimize them. E1_U09 Is prepared to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology		Knows and understands the basic concepts, economic laws, and phenomena and their effects occurring in the company's operations. Knows the basic concepts of marketing management. Defines the conditions and principles for making optimal decisions by a market entity in practice. Has knowledge of how individual market entities operate and the principles of making marketing decisions. Characterizes human behavior in the context of making marketing decisions. Makes broader decisions related to aligning marketing goals. Is able to implement strategies so that they meet marketing goals. Has the ability to think rationally and to infer and analyze marketing phenomena. Interprets the mechanisms of operation of individual market entities. Interprets cause-and-effect relationships occurring in market entities. Uses standard quantitative and qualitative analysis tools to forecast economic phenomena. Makes operational decisions that affect the individual members of the team. Has the opportunity to improve their skills in communication, independent work, as well as cooperation with others in a group. Analyzes the real and virtual market situation, draws conclusions, and makes decisions. Can prepare oral presentations on the effectiveness of marketing decisions within the company. Observes phenomena affecting marketing decision-making. Can plan the company's marketing strategies taking into account its situation and uses the ability to interpret the results of marketing research
in the field of SOCIAL COMPETENCIES: E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when facing difficulty in solving the problem on their own.		Independently supplements and improves acquired knowledge and economic skills in the field of marketing decision-making. Is prepared to study practical issues in the field of economics at the secondary and higher education levels.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting		Thinks and acts in an entrepreneurial manner and communicates effectively with others. Demonstrates business ethics and social responsibility when making

social, cultural, and legal norms, and performs responsible roles within the team, being mindful of the decisions he makes, and also takes responsibility for the results of his/her work and that of the entire team.	marketing decisions. Communicates and interacts effectively with others in the group. Analyzes the real and virtual market situation, draws conclusions, and makes decisions.
E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.	
	Is motivated by initiative and independence in professional activities. Skilled at formulating judgments on important issues related to the functioning of enterprises. Is ready to boldly and substantively defend his own marketing decisions.

Ways to verify the outcome of this learning (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01, E1_W04, E1_W05,			X					X	X		X
E1_U02, E1_U07, E1_U09			X					X	X		X
E1_K01, E1_K02, E1_K06								X	X		X

Forms and conditions for passing the course: completion of a group project with discussion; assessment based on practical tasks discussed during class, written colloquium – issues of a closed and open interpretive nature.

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

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	21
Participation in seminars	
Participation in exercises	
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, seminar)	
BUNA	12
Sum of	33

Student's independent work divided by time (examples of student work forms)

Form of student work	Number of hours
Preparing for classes	7
Writing a paper/project/essay	
Gathering materials and preparing presentations	
Self-study	
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for the written/oral assessment in a subject	10
Total	17
Total (contact hours + student's own work)	50
	2 ECTS
1. including the number of ECTS credits for contact hours involving the direct participation of a faculty member	1.5 ECTS
2. including the number of ECTS credits for hours spent on independent work	0.5 ECTS

Basic literature: *(up to 3 items)*

1. F. David, F. David, Strategic Management: A Competitive Advantage Approach, Concepts and Cases, Global Edition, PEARSON Education Limited, Harlow 2022.
2. O. Barish, Vinh Sum Chau, Warner K. S. R., R. Lynch, Ch. Thornton, Strategic Management, SAGE Publications Ltd, Thousand Oaks 2024.

Supplementary reading: *(up to 5 items)*

1. J. Dawes, Marketing Planning & Strategy: A Practical Introduction, SAGE Publications Ltd, Thousand Oaks, 2021.
2. J. N. N. Ugoani, Modern Marketing Management and Strategy, LAP LAMBERT Academic Publishing, Saarbrücken 2022.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Basics of Macroeconomics			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	6			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
18	0	18	12	E/ZO
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of a faculty member				
The aim of the course: <i>to present key concepts in the field of macroeconomics and to demonstrate the principles of how the economy functions, with particular emphasis on practical aspects of management.</i>				
Teaching methods: <i>knowledge acquisition through problem-based and interactive lectures, and solving tasks and problems during discussions.</i>				
Teaching tools used: <i>Dynare software, use of website resources: https://tradingeconomics.com/</i>				
Prerequisites: <i>general knowledge of macroeconomic issues, general ability to draw conclusions, and a general understanding of cause-and-effect relationships, as well as abstract thinking.</i>				
No	Course content			
I	LECTURES: <ol style="list-style-type: none"> 1. Macroeconomic approach to the economy. 1.1. Microeconomics and macroeconomics – the broadest way to approach economic problems. 1.2. Macroeconomic analysis tools. 1.3. Basic macroeconomic issues: economic growth, unemployment, and inflation. 1.4. Main problems of modern macroeconomics. 2. Description of the economy in the system of national accounts. 2.1. Gross Domestic Product, Gross National Product – income, expenditure, and output. 2.2. Benchmarking in national accounts and rapid GDP estimates. 2.3. Circular flow – the flow of revenue and expenditure. 2.4. Basic macroeconomic categories and identities. 2.5. GDP and social welfare – composite indicators of socioeconomic development. 3. Keynesian macroeconomic model. 3.1. Basic assumptions of the Keynesian model. 3.2. Functions of consumption, saving, investment, and the multiplier. 3.3. Analysis of macroeconomic balance in the goods and services market. Impact of countries on output in equilibrium. 3.4 Fiscal policy instruments and objectives. 3.5 State budget: revenue, expenditure, surplus, deficit. 3.6 Analysis of the budgets of selected countries in conditions of economic slowdown. 4. Money and the banking system. 4.1. Demand for money and its determinants. 4.2. Money creation by the banking system. 4.3. The central bank and its functions, actions taken in the context of an economic downturn. 4.4. Conditions for macroeconomic equilibrium in the money market. The IS-LM model. 4.5. Derivation of the IS and LM curves. 4.6 Analysis of equilibrium in 			

	<p>the market for goods and money. 4.7. Fiscal and monetary policy under the IS-LM model.</p> <p>5. Unemployment and inflation. 5.1. Types and methods of measuring unemployment (official and according to the methodology of the International Labour Organization). 5.2. The nature, types, and methods of measuring inflation. 5.3. Causes and effects of inflation. Anti-inflationary policy. 5.4. Short-term and long-term Phillips curve – does it describe the reality in the context of an economic slowdown (selected countries)?</p> <p>6. AS-AD model. 6.1. Derivation of short- and long-term AS and long-term demand curves. 6.2. Fiscal policy in the short and long term. 6.3. Monetary policy in the short and long term. 6.4. Supply and demand shocks in the economy. Theory of economic growth. 6.5. Factors of economic growth. 6.6. Extensive and intensive growth. 6.7. Properties of business cycles.</p>				
II	<p>Seminars:</p> <ol style="list-style-type: none"> 1. Measuring the economy on a macro scale – measures, weaknesses of measures, dependencies. 2. Determinants of national income – AD-AS model, multiplier. The demand model includes the government budget in an open economy. 3. Money and the banking system. The IS-LM model. A comprehensive macroeconomic model. 4. Business cycles. Long-term economic development. 5. Macroeconomics of an open economy. IS-LM model. 6. Labor market and unemployment – causes, types, methods of measurement, and ways to reduce it. 				
III	LABORATORY EXERCISES: not applicable				
IV	EXERCISES: not applicable				
V	<p>BUNA:</p> <p>Solving macroeconomic tasks and problems</p>				
Learning outcomes					
Directional effects – symbol and specification	Objective effects – specification				
<p>in the field of <u>KNOWLEDGE</u>:</p> <table border="1" style="width: 100%;"> <tr> <td>E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and its relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, as well as the application of this practical knowledge in business activities.</td> </tr> <tr> <td>E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.</td> </tr> <tr> <td>E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.</td> </tr> <tr> <td>E1_W06 Knows and understands, to an advanced degree, how to apply and analyze the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic functioning and complex dependencies, as well as in forecasting future scenarios of economic and social activity.</td> </tr> </table>	E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and its relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, as well as the application of this practical knowledge in business activities.	E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.	E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.	E1_W06 Knows and understands, to an advanced degree, how to apply and analyze the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic functioning and complex dependencies, as well as in forecasting future scenarios of economic and social activity.	<p>Defines basic concepts and economic laws. Possesses structured knowledge of key economic concepts and mechanisms at the macroeconomic level. Describes the principles of optimal decision-making by market entities on a macro scale. Possesses general knowledge of macroeconomics and its place within the social sciences</p> <p>Describes economic phenomena and their effects in the market economy. Explains the importance of economic indicators, taking into account their limitations and the relationships between them.</p> <p>Understands the mechanisms that cause economic collapse, as well as those that stimulate economic recovery and development. Explains the principles of the utility of statistical methods in macroeconomic research. Discusses the concept of economic development, taking into account its sources.</p> <p>Has knowledge of the nature, causes, and ways to counteract inflation and unemployment. Knows the methods for measuring and analyzing the effects of inflation and unemployment. Has knowledge of the methods for measuring economic growth and the economic condition of a given country. Knows how to calculate macroeconomic indicators.</p>
E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and its relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, as well as the application of this practical knowledge in business activities.					
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.					
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.					
E1_W06 Knows and understands, to an advanced degree, how to apply and analyze the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic functioning and complex dependencies, as well as in forecasting future scenarios of economic and social activity.					
<p>in terms of <u>SKILLS</u>:</p> <table border="1" style="width: 100%;"> <tr> <td>E1_U01 Is able to correctly observe and interpret</td> </tr> </table>	E1_U01 Is able to correctly observe and interpret	<p>Interprets the mechanisms underlying the functioning of the economy and its entities. Applies this knowledge to solve</p>			
E1_U01 Is able to correctly observe and interpret					

<p>economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.</p>	<p>dilemmas arising in the professional work of an economist.</p>
<p>E1_U02 Is able to apply theoretical knowledge and effectively gather reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.</p>	<p>Has the ability to think rationally, draw conclusions, and analyze economic phenomena and primary and secondary sources. Effectively obtains data on the economy in the field of economic disciplines</p>
<p>E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of the sciences, using acquired economic knowledge, practical conclusions, and professional experience in the independent implementation of tasks, as well as in running a business and solving professional work dilemmas.</p>	<p>Prepares oral presentations and proposes alternative solutions to macroeconomic problems. Interprets the mechanisms of the economy's functioning, analyzes and interprets the fundamental cause-and-effect relationships in the economy. Prepares written works using macroeconomic terminology and standard quantitative and qualitative analysis tools to forecast economic phenomena.</p>
<p>E1_U07 Is able to cooperate with others as part of teamwork or as a leader; leads a department in analyzing and evaluating alternative solutions to economic problems and selects methods and tools to rationally resolve and optimize them.</p>	<p>Can communicate with the environment and convey knowledge about the macroeconomic situation of the economy. Is prepared to actively participate in groups pursuing economic goals.</p>
<p>E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology</p>	<p>Uses theoretical knowledge to describe and analyze macroeconomic phenomena. Possesses basic research skills enabling the analysis of research examples and the design and conduct of simple economic research</p>
<p>in the field of <u>SOCIAL COMPETENCIES:</u></p>	<p>Independently expands their knowledge in the field of macroeconomics. Is prepared to study macroeconomics at the secondary and higher education levels, and demonstrates initiative and independence in professional activities. Understands the need to systematically monitor the labor market and improve their professional qualifications.</p>
<p>E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when facing difficulty in solving the problem on their own.</p>	<p>Is able to actively participate in a group developing economic and social projects, and is able to communicate with both specialists and non-specialists in the field of economics. Is prepared to actively participate in groups pursuing economic goals.</p>
<p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also taking responsibility for the results of their work and that of the entire team.</p>	<p>Observes and interprets macroeconomic problems. Uses knowledge to describe and analyze macroeconomic phenomena. Highlights the role of macroeconomic policy in Poland's integration with the world and presents their arguments in teams—including international ones.</p>
<p>E1_K03 Is prepared 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 when facing difficulties in solving them independently.</p>	<p>Is able to communicate with the surrounding community and convey knowledge about the macroeconomic situation of the economy. Formulates judgments on important social and philosophical issues in which macroeconomic matters are central and takes responsibility for the views expressed.</p>
<p>E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p></p>
<p></p>	<p></p>
<p></p>	<p></p>
<p></p>	<p></p>
<p></p>	<p></p>
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<p></p>	<p></p>
<p>Ways to verify the learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES</i>)</p>	<p></p>

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group	Activity in	Participation	Individual	Group project
E1_W01, E1_W02, E1_W04, E1_W06	x		x		x			x	x		x
E1_U01, E1_U02, E1_U06, E1_U07, E1_U09	x		x		x			x	x		x
E1_K01... E1_K06	x		x		x			x	x		x

Form and conditions for passing the course: passing the exercises in the form of a test, open-ended/closed-ended/mixed questions, plus a 5–7-minute introductory colloquium, and a written exam—questions of a closed-ended and open-ended interpretive nature.

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

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	18
Participation in seminars	18
Participation in exercises	
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, seminar)	
BUNA	12
Total	48

Student's own work and time allocation (*examples of student work forms*)

Form of student work	Number of hours
Class preparation	18
Writing a paper/project/essay	
Gathering materials and preparing presentations	12
Self-study	35
Preparing for colloquia/tests	6
Preparing for the written/oral exam in a subject	15
Preparation for the written/oral credit in a subject	16
Total	102

Total (contact hours + independent study) **150**

6 ECTS

Including the number of ECTS credits for contact hours with the direct participation of an academic instructor **2 ECTS**

Including the number of ECTS credits for hours spent on independent work **4 ECTS**

Basic literature: (*up to 3 items*)

1. D. Besanko, Microeconomics, John Wiley & Sons Inc, Hoboken, New Jersey 2020.
2. J. Perloff, Microeconomics, Pearson Education, Harlow [etc.] 2023.

Supplementary literature: (*up to 5 items*)

1. Abel, B. Bernanke, D. Croushore, Macroeconomics, Pearson Education Limited, Harlow 2023.
2. R. Arnold, D. Arnold, Microeconomics, Cengage Learning Inc, Boston, Massachusetts 2022.
3. J. Perloff, Microeconomics, Global Edition, Pearson Education Limited, Harlow 2023.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Microeconomics			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	6			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • major-specific courses <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
21	0	21	12	E/ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to present key concepts in the field of microeconomics and to demonstrate the principles of how market entities function.</i>				
Teaching methods: <i>acquisition of knowledge through problem-based and conversational lectures, and solving tasks and problems during discussions.</i>				
Prerequisites: <i>general knowledge of how the market functions, general ability to identify human needs and organizational structures, and a general understanding of cause-and-effect relationships.</i>				
No	Course content			
I	LECTURES: 1. The essence of microeconomics. Introduction. 2. The market and its components. 3. Consumer decisions in the market. 4. Manufacturer decisions in the market. 5. Market structures. 6. Capital market.			
II	Seminars: 1. Scarcity, opportunity costs, production possibility curve – exercises. 2. Demand, supply, market equilibrium – exercises. 3. Flexibility of supply and demand, its determinants – exercises. 4. Theory of consumer choice – exercises.			

	5. Theory of production in the short run – exercises. 6. Costs in the short run, economic result – exercises.
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	BUNA: 1. The equilibrium of the firm under conditions of perfect competition, monopoly, and oligopoly – exercises. 2. Enterprise balance, examples, and exercises. 3. Factor market.

Learning outcomes

Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W01 Has a comprehensive understanding of the role of economics within the scientific community, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences and how to apply this practical knowledge in business activities.	<p>Defines economic concepts and laws in the field of microeconomics. Discusses economic phenomena and their effects in a market economy. Understands the relationships between entities, structures, and institutions on a microeconomic scale.</p> <p>Knows and understands microeconomic facts and phenomena based on the theories that explain them. Identifies microeconomic entities and describes the principles governing their operation</p> <p>Understands the mechanisms that cause economic collapse, as well as those that stimulate economic recovery and development. Explains the principles of the utility of statistical tools in microeconomic analysis. Discusses the concept of economic development, taking into account its sources.</p> <p>Knows the conditions and principles of optimal decision-making by market entities at the micro level, including in practice. Has knowledge of the functioning of individual market entities. Knows the market for factors of production and the prevailing legal relationships. Discusses the equilibrium of enterprises under conditions of competition.</p>
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.	
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.	
E1_W09 Knows and understands the principles of the functioning of the market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to put this knowledge into practice.	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	<p>Interprets the mechanisms of operation of individual market entities. Can interpret economic issues using modeling tools and analytical methods appropriate to microeconomics.</p> <p>Using this knowledge, is able to formulate and solve microeconomic problems, including making decisions under conditions of uncertainty, selecting appropriate sources, evaluating them, and using tools typical of microeconomic analysis.</p> <p>Is able to communicate using microeconomic terminology, present and evaluate various positions on microeconomic issues, and participate in debates.</p>
E1_U04 Communicates effectively using terminology from the field of economics and related sciences, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present his own ideas and views in an engaging and persuasive manner.	
E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and tools to rationally resolve and optimize them.	

E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solutions in business practice related to the field of study.	Has the ability to think and reason rationally. Analyzes microeconomic phenomena. Is able to prepare oral presentations in the field of microeconomics.
in the field of SOCIAL COMPETENCIES:	
E1_K01 Is able to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when unable to solve a problem on their own.	<p>Is prepared to expand their economic knowledge in an ever-changing world. Recognizes the need to acquire new skills, develop, and gain knowledge. Commits to continuing their education.</p> <p>Is able to communicate using economic terms clearly and is ready to participate in the preparation of economic projects, taking economic aspects into account.</p> <p>Is able to recognize the role of microeconomic knowledge in solving cognitive and practical problems when making economic decisions.</p> <p>Demonstrates the ability to form judgments on important social and philosophical issues, in which microeconomic issues serve as the foundation.</p>
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also taking responsibility for the results of their work and that of the entire team.	
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 when facing difficulties in solving them on his/her own.	
E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.	

Ways to verify the outcome of this learning (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01, E1_W02, E1_W04, E1_W09	X		X				X	X		x	x
E1_U01, E1_U04, E1_U07, E1_U10	X		X				X	X	X		x
E1_K01... K03, E1_K06	X						X	X			x

Form and conditions for passing the course: passing the exercises in the form of a test, open-ended/closed-ended/mixed questions, plus a 5–7-minute introductory colloquium, and a written exam—questions of a closed-ended and open-ended interpretive nature.

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

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	21
Participation in seminars	
Participation in exercises	21
Participation in laboratory classes	
Consultations (2 hours for the lecture, 1 hour for one training group, seminar)	
BUNA	12
Sum of	54

Student's independent work divided by time (examples of student work forms)

Form of student work	Number of hours
Preparing for classes	36
Writing a paper/project/essay	

Gathering materials and preparing presentations	15
Self-study	20
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for the written/oral credit in a subject	25
Total	96
Total (contact hours + student's own work)	150
	6 ECTS
Including the number of ECTS credits for contact hours involving the direct participation of a faculty member	2 ECTS
Including the number of ECTS credits for hours spent on independent work	4 ECTS
<p>Basic literature: (<i>up to 3 items</i>)</p> <ol style="list-style-type: none"> 1. A.J. Greco, Fundamentals of Economics, Univ Readers, [no place] 2023. 2. J. Perloff, Microeconomics, Global Edition, PEARSON Education Limited, Harlow 2023. <p>Supplementary literature: (<i>up to 5 items</i>)</p> <ol style="list-style-type: none"> 1. M. Parkin, Microeconomics, PEARSON Education Limited, Harlow 2022. 2. B. Nguyen, A. Wait, Essentials of Microeconomics, Taylor & Francis, London 2024. 	
<p>Approved by the Vice-Rector: Vice-Rector for Science and Education Quality</p>	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Mathematics			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 X 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits	6			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which achieves specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
15	0	15	15	E/ZO
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of a faculty member				
The aim of the course: <i>to gain knowledge of the application of selected aspects of mathematics to economic issues.</i>				
Teaching methods: <i>lectures using audiovisual aids, seminars, semester project – self-directed project</i>				
Teaching tools used: <i>use of website resources: https://www.wolframalpha.com/, https://www.geogebra.org/calculator</i>				
Prerequisites: <i>Actively participate in conversations, complete recommended tasks on your own.</i>				
Yes	Course content			
I	LECTURE: 1. Calculus of a function of one variable. 2. Functions of several variables: partial derivatives, extrema of functions—economic applications. 3. Integral calculus of a function of one variable—simple, definite, and improper integrals. 4. Matrices, systems of linear equations, determinants – applications: Input-Output models, problems in the field of operations research.			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES - not applicable			
IV	EXERCISE: 1. Matrix classification. Matrix calculus. Determinant and its properties. Matrix governance. Matrix indispensability. The inverse matrix and its determination by the method of algebraic complements. A system of linear equations, the use of Cramer's rule and/or the inverse matrix. Elementary operations			

and their application to determine the rank and invertibility of a matrix. General and basic solutions. Systems of m linear equations with n unknowns, problem-solving exercises. Economic examples: Input–Output models, operations research problems.

2. Function, definition, domain, codomain, graph of a function, complex and inverse functions, monotonicity, differentiability, parity, domain of a function, proper and improper domains, continuity of a function, definition, continuity analysis, exercises.

3. Sequences, the concept of a sequence, arithmetic and geometric sequences, sequence limits, exercises.

4. Calculus, derivatives of functions, extrema and inflection points, minimum and maximum values on an interval, monotonicity, use of derivatives to study monotonicity, extrema, convexity (concavity), inflection points. Study of the variation of functions, first- and second-order partial derivatives. Theorem on mixed derivatives. Partial elasticity. Exercises.

Integral calculus (basics), antiderivatives, indefinite integrals, methods of integration by substitution and integration by parts, and elementary cases of integration of rational functions. The definite integral, its geometric and economic interpretations. The fundamental theorem of integral calculus. Use the definite integral to calculate a) the values of the mean functions, b) the area of the plane region. The improper integral of type a) the first, b) the second, its convergence or divergence, definition and applications, exercises.

V	<p>BUNA:</p> <ol style="list-style-type: none"> 1. Examples of systems of linear equations, exercises. 2. Functions – graphs, exercises. 3. Definite integral, its geometric and economic interpretation
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Learning outcomes

Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W01 Has a comprehensive understanding of the role of economics within the scientific community, its nature, methodology, and its relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, as well as how to apply this practical knowledge in business activities.	<p>Possesses theoretical and practical knowledge of mathematical methods used in economic analysis. Demonstrates the connections between mathematics and economics.</p> <p>Analyzes and interprets phenomena, processes, entities, structures, and activities of organizations operating in the market. Knows the conditions and principles of optimal decision-making by market entities on a micro- and macro-scale, including in practice.</p> <p>Is able to apply acquired mathematical knowledge to the quantitative analysis of economic processes. Understands the abstract aspects of mathematical analysis (e.g., the limit of a function, infinite calculus).</p>
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.	
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. Knows how to apply this knowledge in practice.	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	<p>Applies theoretical knowledge in the field of mathematics. Understands the concepts of calculus and integral calculus (a function of one variable) and the mathematical notation associated with them.</p> <p>Efficiently and effectively collects data necessary for appropriate calculations. Forecasts economic processes and phenomena using standard mathematical methods</p> <p>Analyzes specific economic processes and phenomena using mathematical tools. Performs innovative tasks and solves unusual mathematical problems.</p>
E1_U02 Is able to apply theoretical knowledge and effectively gather reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.	
E1_U09 Is prepared to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology	

E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solutions in business practice, in connection with the field of study.	Has the ability to think rationally, draw conclusions, and analyze micro- and macroeconomic phenomena. Influences the behavior of members of the organization using rational mathematical arguments.
in the field of SOCIAL COMPETENCIES:	
E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when they have difficulty solving a problem on their own.	<p>Understands the need to improve his knowledge and skills by solving subsequent tasks. Recognizes the need to deepen and supplement his knowledge of applied mathematics methods depending on the needs of his professional work.</p> <p>Performs tasks both individually and as part of a team. Is characterized by an openness to new ideas that lead to results. Promotes the development of both his own work and that of the team. Takes responsibility for the results of both his own work and that of the task force.</p> <p>Is able to present his position (his way of thinking) and defend it using factual arguments in a discussion. Is able to adapt mathematical language to the context of the people involved.</p>
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of their work and the entire team.	
E1_K06 Is able to think in an entrepreneurial way and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.	

Ways to verify the outcome of this learning (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual project	Group project
E1_W01, E1_W02, E1_W03	X		X		X			X			X
E1_U01, E1_U02, E1_U09, E1_U110	X		X					X			
E1_K01, E1_K02, E1_K06,			X		X			X			X

Form and conditions for passing the course: passing the exercises in the form of a test, open-ended/closed-ended/mixed questions, plus a 5–7-minute introductory colloquium, and a written exam—questions of a closed-ended and open-ended interpretive nature.

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

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	15
Participation in seminars	
Participation in exercises	15
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
BUNA	15
Sum of	45

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

Form of student work	Number of hours
Preparing for classes	25
Writing a paper/project/essay	15
Gathering materials and preparing presentations	10
Self-study	30

Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	25
Total of	105
Total (contact hours + student's own work)	150
	6 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	2 ECTS
2. including the number of ECTS credits for hours completed as independent work	4 ECTS
Basic literature:	
<ol style="list-style-type: none"> 1. B. Wong, L. Bukalov, S. Slavin, Practical Algebra: a Self-Teaching Guide, John Wiley & Sons Inc, New York 2022. 2. M. Hoy, J. Livernois, Ch. McKenna, R. Rees, T. Stengos, Mathematics for Economics, MIT Press, [Cambridge] 2022. 	
Supplementary literature:	
<ol style="list-style-type: none"> 1. B. Batóg, B. Bieszk-Stolorz, I. Foryś, M. Guzowska, K. Heberlein, Mathematics for Students of Economics, Finance, and Management, Difin, Warsaw, Difin 2021. 	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiśle Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Basics of Law			
Field of study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 X 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	4			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • General education courses <input type="checkbox"/> • core courses X • major-specific courses <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
30	0	0	12	E
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
The aim of the course is to familiarize students with basic concepts in the field of jurisprudence and equip them with practical knowledge in the areas of administrative, economic, and civil law, with a particular focus on issues related to starting and running a business. Students will gain an understanding of the legal norms applicable to future entrepreneurs, which also have an impact on social and economic life.				
Teaching methods: lecture, problem-based lecture, project, presentation (BUNA).				
Prerequisites: Actively participate in classes and complete recommended assignments independently.				
No	Course content			
I	LECTURE: 1. The concept of law and the legal system in economic life. 2. Legal norms and legal provisions as the basis for entrepreneurs' rights. 3. The system of sources of law in the Republic of Poland. 4. Creation of legal norms and its impact on the development of SMEs. 5. Application of legal standards by public administration bodies as a basis for supporting entrepreneurs. 6. Basics of administrative law and procedures for starting a business. 7. Economic activity and the concept of entrepreneurship. 8. Regulated economic activity as a means of conducting business in the SME sector. 9. Public law protection of consumer interests (including entrepreneurs). 10. Basics of civil law in relations between the entrepreneur and the client.			

II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	BUNA: 1. Contracts as the basis for obligations in business activity. 2. Liability of the entrepreneur. 3. Termination of the entrepreneur's obligations to customers. 4. Factors influencing entrepreneurs' compliance with the law.
Learning outcomes	
Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and its relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the application of this practical knowledge in business activities.	<p>Has knowledge of commercial law and is able to relate it to economic issues occurring in the economy. Classifies legal sciences within the system of sciences and recognizes their subject-matter and methodological distinctions</p> <p>Has basic knowledge of the administrative structures of the state that affect the conduct of business activities by entrepreneurs. Knows the essence of law, its sources, and the processes of creating and applying the law, and critically evaluates these concepts.</p> <p>Has knowledge of legal acts constituting the basis for establishing and operating a business. Identifies the public administration bodies responsible for registering concession activities as economic activities and the scope of their authority.</p> <p>Has a basic knowledge of industrial property law necessary to start and run a business.</p>
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.	
E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of economics. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.	
E1_W10 Knows and understands the basic principles of industrial property protection and copyright law, with particular emphasis on the field of economics.	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	<p>Applies legal concepts to the analysis of legal norms in order to solve a specific problem in the economic sphere.</p> <p>Uses the concepts of law and legal language. Understands correlations, linguistic codes, and legal phrases based on the basic conceptual framework related to law, procedures, and a given area of jurisdiction.</p> <p>Recognizes the various sources of law, determines their hierarchy and the importance of specific sources within the continental legal tradition. Applies the rules of legal interpretation and draws legal conclusions.</p>
E1_U04 Communicates effectively using terminology from the field of economics and related sciences, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present his own ideas and views in an engaging and persuasive manner.	
E1_U05 Can identify and appropriately select sources of information, critically analyze, evaluate, and synthesize this information, and participate in debates by presenting and discussing different opinions and positions.	
in the field of <u>SOCIAL COMPETENCIES</u>:	
E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts in case of difficulty in solving the	<p>Understands the need to learn the basics of law and legal issues related to running a business and to address changes in these areas on a micro- and macroeconomic scale. The student is able to independently supplement and improve the acquired knowledge in the field of administration, economics</p>

<p>solve problems on their own.</p> <p>E1_K03 Is able 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 if unable to solve them independently.</p> <p>E1_K06 Is able to think entrepreneurially and skillfully communicate with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>and civil law, using all available techniques used in the learning process.</p> <p>Correctly applies normative systems, norms, and rules (legal, professional, moral) when solving selected problems.</p> <p>Is able to present his position (his way of thinking) and defend it using factual arguments in a discussion. Is able to adapt mathematical language to the surrounding environment of people.</p>
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Ways to assess the learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES*)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01	x					x			x	x	
E1_W02	x					x			x	x	
E1_W07	x					x			x	x	
E1_W10	x					x			x	x	
E1_U01	X					x			x	x	
E1_U04	X					X			X	X	
E1_U05	X					X			X	X	
E1_K01	X					X			X	X	
E1_K03	X					x			x	x	
E1_K06	x					x			x	x	

Form and conditions for passing the course: the course concludes with a written exam; BUNA – credit based on an individual presentation – topics to be developed according to the list provided by the instructor.

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

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	30
Participation in seminars	
Participation in exercises	
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, seminar)	0
Total	30

Student's independent work divided by time (examples of student work forms)

Form of student work	Number of hours
Preparing for classes	
Writing a paper/project/essay	15
Gathering materials and preparing presentations	
Self-study	30
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	15
Preparation for written/oral assessment in a subject	
Total	60
Total (contact hours + student's own work)	120
	4 ECTS
1. including the number of ECTS credits for contact hours involving the direct participation of a faculty member	1 ECTS
2. including the number of ECTS credits for hours conducted in the form of	3 ECTS

independent work

Basic literature: *(up to 3 items)*

1. E. Ferran, Principles of Corporate Finance Law, Oxford University Press, Oxford 2023.
2. L. Gullifer, J. Payne, Corporate Finance Law, Hart Publishing, Oxford 2020.

Supplementary reading: *(up to 5 items)*

1. Business Law, Oxford University Press, Oxford 2020.
2. E. MacIntyre, Essentials of Business Law, Pearson Education, Harlow [etc.], 2021.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:		POLAND'S ENERGY SECURITY		
Field of Study:		ECONOMICS		
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)		
Program profile:		Practical		
Type of program*:		full-time / part-time		
Type of classes*:		required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>	Semester of study*: 1 <input type="checkbox"/> 2 X 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded		2		
Language of instruction:		English		
Name of the PSW Faculty:		Faculty of Economic and Social Sciences		
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl		
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education courses <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects X • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 		
Instructor(s):		According to the curriculum		
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
0	0	15 (ZO)	21 (Z)	ZO/Z
* E – exam; z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented term paper graded by the instructor				
Course Objective: To develop the ability to analyze and assess energy security in the context of the economic, technological, and political conditions of the modern economy.				
Teaching methods: Lecture with audiovisual aids, exercises, term paper— an independently completed project.				
Prerequisites: Basic knowledge of economics and the economy.				
No.	Course Topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY SESSIONS: not applicable			
IV	PRACTICAL SESSIONS: <ol style="list-style-type: none"> 1. Energy security – typology, characteristics, challenges, and threats 2. Gas supply system and diversification. Pipelines and LNG terminals 3. Nuclear energy in Poland. Current status and prospects 4. The Development of Renewable Energy (RES) 5. Poland's Energy Policy through 2040 			
V	BUNA: Semester project – an individually prepared project on a topic consistent with the course content. Sample topics: <ol style="list-style-type: none"> 1. 			

Learning Outcomes														
Program-specific learning outcomes – symbol and description						Course-specific learning outcomes – description								
<p>in terms of <u>SKILLS</u>:</p> <table border="1"> <tr> <td> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p> </td> </tr> <tr> <td> <p>E1_U05 Is able to find and appropriately select sources of information, critically analyze, evaluate, and synthesize this information, and participate in a debate by presenting various opinions and positions and discussing them.</p> </td> </tr> <tr> <td> <p>E1_U09 Innovatively performs tasks and solves complex and unusual problems in conditions of risk and uncertainty, utilizing normative systems and employing specialized terminology</p> </td> </tr> </table>						<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p>	<p>E1_U05 Is able to find and appropriately select sources of information, critically analyze, evaluate, and synthesize this information, and participate in a debate by presenting various opinions and positions and discussing them.</p>	<p>E1_U09 Innovatively performs tasks and solves complex and unusual problems in conditions of risk and uncertainty, utilizing normative systems and employing specialized terminology</p>	<p>The student is able to analyze economic phenomena and processes in the energy sector</p> <ul style="list-style-type: none"> – accurately interprets the impact of regulatory, technological, political, and socio-cultural changes on energy security. <p>The student knows how to obtain, select, and evaluate information regarding energy markets</p> <ul style="list-style-type: none"> – uses reliable sources, critically analyzes data, and formulates evidence-based conclusions; is able to participate in substantive discussions about energy security challenges. <p>The student is able to solve practical problems related to energy security</p> <ul style="list-style-type: none"> – uses specialized terminology, applies industry norms and standards, and proposes innovative solutions in conditions of risk and uncertainty. 					
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p>														
<p>E1_U05 Is able to find and appropriately select sources of information, critically analyze, evaluate, and synthesize this information, and participate in a debate by presenting various opinions and positions and discussing them.</p>														
<p>E1_U09 Innovatively performs tasks and solves complex and unusual problems in conditions of risk and uncertainty, utilizing normative systems and employing specialized terminology</p>														
<p>in the area of <u>SOCIAL COMPETENCIES</u>:</p> <table border="1"> <tr> <td> <p>E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.</p> </td> </tr> <tr> <td> <p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, and to fulfill responsible roles within the team while being aware of the decisions they make, as well as taking responsibility for the results of their own work and that of the entire team.</p> </td> </tr> </table>						<p>E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.</p>	<p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, and to fulfill responsible roles within the team while being aware of the decisions they make, as well as taking responsibility for the results of their own work and that of the entire team.</p>	<p>, based on and the knowledge and skills acquired at and , is able to refine and expand their existing competencies; they are able to expand and refine their acquired knowledge and skills.</p> <p>Is able to collaborate, work, and communicate, while understanding the need to improve their knowledge and skills in this area and demonstrating initiative and responsibility for assigned tasks</p>						
<p>E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.</p>														
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, and to fulfill responsible roles within the team while being aware of the decisions they make, as well as taking responsibility for the results of their own work and that of the entire team.</p>														
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES</i>)														
Outcomes (symbol)	Exam	Oral exam	Quiz	Essay/paper	Assignments, homework	Presentation	Group presentation	Class participation	Participation	Individual project	Project			
E1_U01, E1_U05, E1_U09							X	X	X					
E1_K01, E1_K02							X	X	X					
<p>Form and conditions for course completion: Completion of a project/group work, BUNA – a form of completion in the form of a documented semester project without a grade.</p>														
<p>Student workload required to achieve learning outcomes in hours and ECTS credits</p>														

Office hours with the academic instructor and BUNA	
Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in exercises	15
Participation in lab sessions	
Consultations (2 hours per lecture, 1 hour per seminar/lab group per semester)	
BUNA – a form of assessment in the form of a documented term paper graded by the instructor	21
Total	36
A student's independent work, broken down by time (examples of student work)	
Type of student work	Number of hours
Preparation for classes	4
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	3
Preparing for quizzes/tests	
Preparing for a written/oral exam in the subject	
Preparing for the written/oral assessment in the course	7
Total	14
Total (contact hours and BUNA + student's independent work)	50
	2 ECTS
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA	1.5 ECTS
2. including the number of ECTS credits for hours completed as independent study	0.5 ECTS
<p>Primary reading:</p> <p>1. Materials from the website: https://www.gov.pl/web/climate/energy-policy-of-poland-until-2040-epp2040</p> <p>Supplementary reading:</p> <p>1. B. Nowak, P. Grzejszczak, Poland's Energy Security in the Context of the EU's Common Energy Policy. The Case of the Gas Sector, University of Warsaw, 2011.</p>	
<p>Approved by: Vice Rector for Academic Affairs</p>	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Regional Economy			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X	optional <input type="checkbox"/>	elective <input type="checkbox"/>	
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of assigned points ECTS	4			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects X • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
0	0	21	12	ZO
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of a faculty member				
The aim of the course: <i>to provide knowledge about regional development within the social sciences, emphasizing the implementation of the fundamental constitutional principle of the social market economy and the principles of subsidiarity and sustainable development. Learning about the principles of structural and cohesion policy. Ability to identify economic and social problems in the regional development of provincial self-governments.</i>				
Teaching methods: <i>presentations and discussions using audiovisual aids + student presentations, problem- and process-based approaches to the analysis of specific sectors of the regional economy.</i>				
Prerequisites: <i>active learning, ability to work remotely using a computer.</i>				
No	Course content			
I	LECTURES: none			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISE: <ol style="list-style-type: none"> 1. The origins of regionalism—values, culture, the European dream 2. Orientations of EU regional policy 3. Principles and challenges of regional policy coordination 4. Regions in the spatial development of the country 5. Innovative region 6. The path to civil society 			
V	BUNA: <ol style="list-style-type: none"> 1. Fundamentals of Cohesion Policy and Programming in the EU 2021–2027 			

2. 3.	Diversification of Polish regions. Overview of Polish regions in Europe Cohesion policy in Poland 2021–2027
Learning outcomes	
Directional effects – symbol and specification	Objective effects – specification
<p>in the field of <u>KNOWLEDGE</u>:</p> <p>E1_W01 Has a comprehensive understanding of the role of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.</p> <p>E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.</p> <p>E1_W03 Identifies interrelationships between phenomena, entities, structures, and economic institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. Knows how to apply this knowledge in practice.</p> <p>E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities</p> <p>E1_W08 Has knowledge of the processes of development and transformation of entities, institutions, and economic structures; recognizes the essence and determinants of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness</p>	<p>Knows the terminology used in the field of regional economics. Has basic knowledge of regionalism. Has knowledge of regions, the classification of regions, the theory of regional development, and the importance of the regional economy in economic development at the national and EU levels. Knows the main stages of shaping regional policy in Poland.</p> <p>Discusses the essence and directions of regional policy. Has knowledge of the economic potential of Polish regions. Identifies the elements of regional policy formulation and the interdependencies between them.</p> <p>Presents the essence, scope, and specific characteristics of EU regional policy. Describes the potential and conditions for the development of the EU's regional economy. Discusses the EU's economic policy instruments.</p> <p>Describes the essence of entrepreneurship and the functioning of individual entrepreneurship in the context of the regional economy.</p> <p>Characterizes the transformation processes in the field of regional economy.</p>
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.</p> <p>E1_U02 Is able to apply theoretical knowledge and effectively gather reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.</p> <p>E1_U09 Is prepared to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology</p>	<p>Has the ability to present and describe a selected region of Poland. Has the ability to systematically acquire new knowledge necessary for economic policy.</p> <p>Applies theoretical knowledge in the field of regional economics and effectively gathers reliable data from primary and secondary sources. Analyzes economic processes at the regional level. Is able to identify and analyze the components of individual regions' economic potential. Is able to analyze the effects of key regional policy instruments on the regional economy.</p> <p>Observes phenomena occurring in the regional economy. Skillfully observes and interprets the phenomena taking place in the context of implemented EU regional policy.</p>
<p>in the field of <u>SOCIAL COMPETENCIES</u>:</p> <p>E1_K03 Is ready to recognize the importance of knowledge in solving problems related to the</p>	<p>Independently enhances the acquired knowledge in the</p>

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 independently.	field of regional economy, structural policy, and cohesion policy. Understands the need for continuous updating of knowledge. Understands the importance of economic policy in the functioning of the regional economy.
E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.	

Ways to assess the learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES*)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, 02, 03, 04, 08					x		x		x		
E1_U01, 02, 09					x		x		x		
E1_K03.06					x		x	x	x		

Form and conditions for passing the course: 5–7-minute oral presentation, group project with discussion

The student's workload required to achieve learning outcomes, expressed in hours and ECTS credits

Contact hours with an instructor	
Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in exercises	21
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for training group, conv., sem.)	
BUNA	12
Total	33

Student's independent work divided by time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	17
Writing a paper/project/essay	15
Gathering materials and preparing presentations	
Self-study	10
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	25
Total of	67
Total (contact hours + student's own work)	100
	4 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	1.5 ECTS
2. including the number of ECTS credits for hours spent on independent work	2.5 ECTS

Required reading:

- M. del Carmen, Sanchez-Carreira, P. J. R. Mourao, B. Blanco-Vatela (eds.), European Regional Policy and Development: Forgotten Regions and Spaces, Routledge, Abingdon-on-Thames 2024.

Supplementary literature:

- R. S. Conway Jr., Empirical Regional Economics: Basic Theory, Models, and Applications, Springer Nature, Cham 2022.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Public Finance			
Field of study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X	optional <input type="checkbox"/>	elective <input type="checkbox"/>	
Year and semester of study*:	Year of study*:		Semester of study*:	
	I X	II <input type="checkbox"/>	III <input type="checkbox"/>	1 <input type="checkbox"/> 2 X 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>
Number of ECTS credits	4			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which achieves specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects X • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
21	0	0	12	E
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of an academic instructor				
Course objective: <i>to introduce key concepts in the functioning of financial markets, to develop skills in analyzing market mechanisms, and to foster teamwork.</i>				
Teaching methods: <i>knowledge acquisition through traditional lectures and engagement with the university through the analysis of problems within the framework of the discussed practical cases.</i>				
Teaching tools used: <i>use of website resources: https://www.calculatorsoup.com/calculators/financial/</i>				
Prerequisites: <i>General knowledge of how businesses operate in the market, general ability to identify human needs and organizational structures, and a general understanding of cause-and-effect relationships.</i>				
No	Course content			
I	LECTURE: <ol style="list-style-type: none"> 1. The essence of public finances: an overview of the theory of public finances, a discussion of the structure, function, and scope of public finances. 2. Public revenue and public expenditure: Budgetary balance. Types of taxes and their impact on the economy. Methods of tax rationalization. Types of public spending and their impact on the economy. 3. The nature of public debt. Types and objectives of public debt management. The role of the National Bank of Poland in financing public debt. The level of public debt and Poland's entry into the euro area. 4. Fiscal policy in Poland. The impact of fiscal policy on the economy, the development of entrepreneurship, and the inflow of foreign direct investment. 5. State budget rules for preparing the budgets of the state, provinces, and municipalities. Conditions for 			

	<p>the creation of the state budget. The state budget and the financing of the economy</p> <p>6. Reform of public finances in Poland in the years 1990–2006. Innovations in the public finance system. The EU budget and the shaping of the European Union’s budget. Basic budgetary principles. Control of budget implementation. Extra-budgetary financing.</p> <p>7. Methods for evaluating infrastructure investments. The role of infrastructure in municipal development. Strategies for municipal development. Financing of infrastructure investments. ABC methodology</p>
II	Seminars: n/a
III	LABORATORY EXERCISES: n/a
IV	EXERCISES: n/a
V	<p>BUNA:</p> <ol style="list-style-type: none"> 1. Financial market submarkets 2. Assessment of the effectiveness of market functioning 3. General trends in changes to the public finance system in Poland 4. Tax harmonization policy among European Union member states
Learning outcomes	
Directional effects – definition and specification	Objective effects – specification
<p>in the field of <u>KNOWLEDGE</u>:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the application of this practical knowledge in business activities.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>E1_W02 Knows and understands economic conditions, forms, and standards, as well as market-related phenomena and processes. Has knowledge of economic structures and institutions, as well as their components, characteristics, and development.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>E1_W03 Identifies interrelationships between phenomena, entities, structures, and economic institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. He knows how to apply this knowledge into practice.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>E1_W09 Knows and understands the principles of the functioning of the market economy and knows the basic principles of creating and developing various forms of entrepreneurship. He knows how to put this knowledge into practice.</p> </div>	<p>Has knowledge of public finances, the principles and methods of defining key elements in this area, and the role and operations of the EU in these areas. Has knowledge of the principles of budgetary management.</p> <p>Has knowledge of the relationship between public revenue and expenditure, understands the relationship between public debt, fiscal policy, and consequently processes related to the reform of public finances and the state budget. Has knowledge of the operational mechanisms of public finance sector units.</p> <p>Is familiar with established research methods in the field of public finance and identifies patterns in this area. Has knowledge of the components of the tax structure, the tax system, and the structure of the most important taxes.</p> <p>Has knowledge of perspectives on public finances—revenue, expenditure, public debt, fiscal policy, and EU reforms and actions in this regard.</p> <p>Has advanced knowledge of the elements of taxation, the tax system, and the structure of the most important taxes.</p>
<p>In terms of <u>SKILLS</u>:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of the sciences, using acquired economic knowledge, practical conclusions, and professional experience in the independent execution of tasks, as well as in running a business and resolving professional dilemmas</p> </div>	<p>Is able to analyze economic phenomena with a particular focus on issues related to public finances. Has the ability to identify the primary sources of financial law.</p> <p>Uses terminology related to public finances. Skillfully uses sources of data on public finances and can draw conclusions based on the collected information.</p>

work.											
in the field of <u>SOCIAL COMPETENCIES</u>:											
E1_K01 Is able to critically assess the extent of his or her knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks advice from experts when unable to solve a problem independently.		Identifies problems in the field of public finance, diagnoses dilemmas, and collaborates with groups to explore possible alternative solutions regarding public finance in the broadest sense—while keeping in mind their limitations. Can independently supplement the acquired knowledge in the field of public finances									
E1_K06 Able to think in an entrepreneurial way and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.											
Ways to verify the outcome of this learning (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation	Individual project	Group project
E1_W01... 13	X				X			X			X
E1_U02	X										
E1_U06	X										
E1_K01											X
E1_K06											X
Form and conditions for passing the course: lecture with multimedia presentations; group project with discussion; written exam—questions of an open-ended, interpretive nature.											
The student's workload required to achieve learning outcomes in hours and ECTS credits											
Class time with an instructor											
Types of classes										Number of hours	
Participation in lectures										21	
Participation in seminars											
Participation in exercises											
Participation in lab sessions											
Consultations (2 hours for the lecture, 1 hour for training group, consultation, seminar)											
BUNA										12	
Total										33	
Student's independent work divided by time (<i>examples of student work forms</i>)											
Form of student work										Number of hours	
Preparing for classes										27	
Writing a paper/project/essay											
Gathering materials and preparing presentations											
Self-study										15	
Preparing for colloquia/tests											
Preparing for the written/oral exam in a subject											
Preparation for the written/oral exam in a subject										25	
Total of										67	
Total (contact hours + student's own work)										100	
										4 ECTS	
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor										1.5 ECTS	
2. including the number of ECTS credits for hours spent on independent work										2.5 ECTS	
Number of ECTS credits for practical classes					2 ECTS						
Required reading: (<i>up to 3 items</i>)											

1. A. H. Williams, Public Finance and Budgetary Policy, Hassell Street Press, [no place] 2021.
2. A. Khan, Fundamentals of Public Budgeting and Finance, Springer, Berlin 2023.

Supplementary reading: (up to 5 items)

1. A. L. Hillman, Public Finance and Public Policy, Cambridge University Press, Cambridge 2019.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Social Policy			
Field of Study:	ECONOMICS			
Level of study*:	Bachelor's degree Master's degree			
Program profile:	practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 X 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits	3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific courses X • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit form*
21	0	0	9	E
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to acquire knowledge in the field of social policy + the ability to critically analyze theoretical and practical aspects of the social sphere + to acquire the ability to present a social issue.</i>				
Teaching methods: <i>lectures using audiovisual aids + student presentations, problem- and process-based approaches to the analysis of specific areas of social policy.</i>				
Teaching tools used: <i>use of website resources: https://www.oecd-ilibrary.org/en/countries/poland.html.</i>				
Prerequisites: <i>active learning, ability to work remotely using a computer.</i>				
No	Course content			
I	LECTURES: <ol style="list-style-type: none"> 1. Doctrinal foundations of social policy – definitions and scope 2. Social Policy in the Doctrine of the Catholic Church 3. Economic and political foundations of social policy 4. Social policy actors 5. Social issues 6. Social security system 7. Social policy strategies and priorities 8. Challenges of social policy 			
II	SEMINARS: N/A			
III	LABORATORY EXERCISES: N/A			
IV	EXERCISES: N/A			

V	BUNA: 1. Poverty in social policy 2. Pro-family policy	
Learning outcomes		
Directional effects – symbol and specification		Objective effects – specification
in the field of KNOWLEDGE:		
E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the application of this practical knowledge in business activities.		<p>Has knowledge of social policy and its political and economic relationships. Has knowledge of the circumstances and motives behind the emergence of social policy, its subject matter and methodological specificity, its place among the social sciences, and its importance for the development of civilization.</p> <p>Presents the scope and definitions characterizing the state's social policy and recognizes the interdependence and place of social policy within the doctrine of the Catholic Church.</p> <p>Discusses methods for examining economic and social ties and relations, as well as recurring patterns in the field of social policy. Identifies social policy priorities and the structures involved in implementing these priorities. Has knowledge of the challenges in implementing social policy and the evolution of concepts (perspectives) in this field.</p>
E1_W02 Knows and understands economic conditions, forms, and standards, as well as market-related phenomena and processes. Has knowledge of economic structures and institutions, as well as their components, characteristics, and development.		
E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.		
in terms of SKILLS:		
E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.		<p>Is able to analyze the social policy implemented by the state, indicating the advantages and disadvantages of specific solutions, as well as current and future consequences in this area. Has knowledge of the role of the state in social policy and the tools and instruments of action (strategy).</p> <p>Solves professional tasks using rules, norms, and normative systems. Knows legal regulations in the field of social policy and public institutions relevant to social policy as practical activities of the state.</p>
E1_U06 Is able to independently plan and carry out their own learning, taking into account the dynamic development of the sciences, and applying acquired economic knowledge, practical insights, and professional experience to independently complete tasks, as well as to run a business and resolve the challenges of professional work.		
in the field of SOCIAL COMPETENCIES:		
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 on their own.		<p>Independently expands their knowledge of social policy strategies. Can cooperate and work in a group, taking on different roles within it.</p> <p>Is open to new ideas related to the fight against poverty and social exclusion.</p>
E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.		
Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)		

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class activity	Participation	Individual project	Group project
E1_W01, E1_W02, E1_W07	X									X	X
E1_U02									X		X
E1_U06									X		X
E1_K03, E1_K06									X		X

Form and conditions for passing the course: lecture with multimedia presentations, completion of a group project in written form—covering both closed-ended and open-ended interpretive questions.

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

C Contact hours with an academic instructor

	Types of classes	Number of hours
Pa	Participation in lectures	21
Pa	Participation in seminars	
Pa	Participation in exercises	
Pa	Participation in laboratory classes	
B	Consultations (2 hours for the lecture, 1 hour for training group, conv., sem.)	
Su	JNA	9
St	m of	30

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

	Type of student work	Number of hours
Pr	Preparing for classes	
W	Writing a paper/project/essay	
G	Gathering materials and preparing presentations	25
Se	Self-reading	10
Pr	Preparing for colloquia/tests	
Pr	Preparing for the written/oral exam in a subject	10
Su	preparation for written/oral credit in a subject	
T	of	45
1s	Total (contact hours + student's own work)	75
an		3 ECTS
d	including the number of ECTS credits for contact hours with the direct participation of an academic instructor	1 ECTS
2n	including the number of ECTS credits for hours spent on independent study	2 ECTS
d		
ye		
ar		

Basic literature: (up to 3 items)

1. E. S. Palley, C. S. Shdaimah, Social Welfare Policy in a Changing World, SAGE Publications Inc, Thousand Oaks 2020.
2. J. G. McNutt, R. Hofer, Social Welfare Policy: Responding to a Changing World, Oxford University Press Inc, Oxford 2020.

Supplementary reading:

1. J. Midgley, R. Surender, L. Alfes, Handbook of Social Policy and Development, Edward Elgar Publishing, Cheltenham 2019.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:		Economic Policy		
Field of Study:		ECONOMICS		
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)		
Program profile:		Practical		
Type of program*:		Full-time / Part-time		
Type of course*:		required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits		2		
Language of instruction:		English		
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl		
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects X • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 		
Instructor(s):		According to the curriculum		
Lectures	Seminars	Exercise	BUNA*	Credit*
21	0	0	0	E
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to acquire knowledge in the field of economic policy, the ability to critically analyze the theoretical and practical aspects of economics, and to develop the ability to present economic issues.</i>				
Teaching methods: <i>lectures using audiovisual aids, student presentations, and a problem- and process-based approach to the analysis of specific areas of economic policy.</i>				
Prerequisites: <i>active learning, ability to work remotely using a computer.</i>				
N o	Course content			
I	LECTURE: <ol style="list-style-type: none"> 1. Basic concepts of economic policy: definitions of economic policy and its subjects, the science of economic policy. 2. Functions of economic policy: functions of economic policy and various socio-economic systems and systems of economic functioning. Definition of the national economy. 3. Historical doctrines. 4. Transformation processes in Poland: the role of the small and medium-sized enterprise sector. Economic development policy: planning of economic development. Structural policy. 5. Regional policy: the concept of regionalism in philosophical, spatial, and political terms. Definition of regional development. 6. Innovation policy: the definition of innovation. The concept of clusters. 			

	7. Mechanisms of market impact: monetary policy, fiscal policy, labor market. Practical examples.
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	BUNA <ol style="list-style-type: none"> 1. Doctrines of economic policy from the seventeenth century to the present day. 2. Systemic reforms in Poland after 1989 3. The importance of accession to the European Union. 4. Clusters in Poland and around the world: a case study.
Learning outcomes	
Directional effects – definition and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W01 Has a comprehensive understanding of the role of economics within the system of sciences, its nature, methodology, and relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, as well as the practical application of this knowledge in business activities.	<p>Has knowledge of the role and functions of economic policy in the field of socio-economic sciences. Knows the relevant concepts and definitions. Has knowledge of the nature of the social sciences, their place in the system of sciences, understands the role of economic sciences within this system, and uses standard economic terminology. Distinguishes and analytically characterizes all relationships between the state and the economy. Knows how to identify the objectives and economic consequences of the established goals.</p> <p>Describes the processes underlying key economic policy doctrines resulting from historical volatility. The student has advanced knowledge of various types of economic entities, organizations, and public institutions.</p> <p>Possesses advanced knowledge of the relationships between business entities and public institutions operating at the national level. Discusses transformation processes and economic development policy in Poland, and understands the nature of SMEs and their role in economic development.</p> <p>Presents methods for examining the relationships and ties between economic entities, highlighting the importance of these relationships for economic (regional) development.</p> <p>Has knowledge of the transformation of the socio-economic system and the functioning of the economy, and thus of innovation policy.</p> <p>Discusses mechanisms and structures of market impact resulting from different perspectives held by specific socio-economic environments</p>
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.	
E1_W03 Identifies the interrelationships between phenomena, entities, structures, and economic institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. Knows how to apply this knowledge into practice.	
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data and their practical application in professional activities.	
E1_W08 Has knowledge of the processes of development and transformation of entities, institutions, and economic structures; recognizes the essence and determinants of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	Observes and interprets current economic phenomena. Can apply knowledge in the field of economics and finance to explain economic phenomena. Participates in phenomena related to economic policy.

E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.	Uses appropriate sources of data describing economic development and employs characteristic terminology related to economic policy.
in the field of SOCIAL COMPETENCIES:	
E1_K03 Is prepared 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 case of difficulties in solving them on his/her own.	Expands and refines knowledge in the field of economic development, demonstrates openness to views and ideas related to economic development.
E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.	Uses available means of communication to improve the communication process with the environment (<i>e-learning</i>).

Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01... W04;	X						X		X		
E1_W08, E1_W09, E1_W13	X						X		X		
E1_U01, E1_U02	X						X		X		
E1_K03, E1_K06					X		X		X		

Form and conditions for passing the course: lecture with the use of multimedia presentations, preparation of a group presentation; written exam—closed-book questions.

C Contact hours with an academic instructor

Types of classes		Number of hours
Participation in lectures		21
Participation in seminars		
Participation in exercises		
Participation in laboratory classes		
Consultations (2 hours for the lecture, 1 hour for the training group, conv., sem.)		
Number of		21
Student's independent work divided by time (examples of student work forms)		Number of hours
Form of student work		
Preparing for classes		10
Writing a paper/project/essay		
Gathering materials and preparing presentations		
Self-reading		6
Preparing for colloquia/tests		
Preparing for the written/oral exam in a subject		13
preparation for written/oral assessment in a subject		
sum of		29
Total (contact hours + student's own work)		50
		2 ECTS
.including the number of ECTS credits for contact hours involving the direct participation of an academic instructor		1 ECTS
.including the number of ECTS credits for hours spent on independent work		1 ECTS

Required reading: *(up to 3 items)*

1. Sh. R. Khamdamov, Basics of Economic Policy: A Textbook for Undergraduates, LAP LAMBERT Academic Publishing, Saarbrücken 2023.
2. S. Drakopoulos, I. Katselidis, Economic Policy and the History of Economic Thought, Taylor & Francis Ltd, New York 2023.

Supplementary literature: *(up to 5 items)*

1. N. Acocella, Economic Policy in the^{21st}Century, Cambridge University Press, Cambridge 2022.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences					
Course Title:	Economic Analysis				
Field of Study:	ECONOMICS				
Level of study*:	Bachelor's degree Second-cycle (master's)				
Program profile:	practical				
Type of program*:	full-time / part-time				
Type of classes*:	required X	supplementary <input type="checkbox"/>	elective <input type="checkbox"/>		
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 X 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>		
Number of ECTS credits	4				
Language of instruction:	English				
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl				
Course group in which specific learning outcomes:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific courses X • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resources management <input type="checkbox"/> 				
Instructor(s)	According to the course schedule				
	Lectures	Seminars	Exercise	BUNA*	Credit*
	21	0	24	0	E/ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor					
The aim of the course: <i>to acquire basic knowledge about the essence and principles of economic analysis, the behavior of enterprises, and practical skills in preparing an economic analysis of a selected enterprise and its valuation on the capital market.</i>					
Teaching methods: <i>knowledge acquisition through traditional lectures and independent study via problem analysis and case studies (CASE STUDY).</i> Teaching tools used: <i>Gretl software, use of website resources: https://oec.world/en.</i>					
Prerequisites: <i>general knowledge of how businesses operate in the market and in the field of accounting, and a general understanding of cause-and-effect relationships.</i>					
No	Course content				
I	LECTURE: 1. Introduction to the problems of economic analysis (essence, subject, classification, tools). 2. Organization as the subject of economic analysis (types of economic organizations, the organizational development cycle, the organization as a system). 3. Analysis of the enterprise's assets (concept, classifications, asset structures, depreciation, asset management). 4. Analysis of the company's costs (sources, total cost, unit cost, unit cost structure, unit cost and product price). 5. Analysis of human capital (classifications of employment within the enterprise, employment				

	structures, labor productivity, labor costs). 6. The enterprise in the market (behavior of the enterprise, evaluation of the enterprise in the capital market, methods for assessing the risk of bankruptcy of the enterprise).
II	SEMINARS: 1. Preliminary analysis of financial statements (importance of financial statements for the company, structure and informational value of individual elements of financial statements—balance sheet, income statement, cash flow statement; horizontal and vertical analysis). 2. Analysis of the enterprise’s assets (asset structure, depreciation, sources of asset financing; profitability, debt, productivity—constructing indicators, determining and interpreting the achieved values). 3. Analysis of the company’s costs (total cost, unit cost – determining and interpreting the achieved values). 4. Analysis of human capital (classifications of employment within the enterprise, employment structures, labor productivity, labor costs). 5. Financial liquidity (types and construction of indicators, determination and interpretation of achieved values). 6. Pyramid analysis – the Du Pont Model (determination and interpretation of factors affecting the profitability of the company's equity).
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	BUNA: Discriminatory analysis – warning models in the enterprise life cycle (E. Altman Model, A. Holdy Model) – <i>Case studies</i> .
Learning outcomes	
Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	Defines economic concepts and laws. Knows the concepts of economic analysis of enterprises. Demonstrates a high level of substantive knowledge, independently and correctly selects and interprets techniques for assessing economic phenomena and processes, and fully and factually analyzes the problems and thematic issues presented. Distinguishes and describes the types of economic analysis in the activities of the enterprise. Describes economic phenomena and their effects applicable in economic analysis. Knows data acquisition techniques that allow for the description and analysis of processes and phenomena occurring in the market, which support decision-making processes within the company. Characterizes the conditions and principles for making optimal decisions by business entities. Knows and understands the methods and tools of economic analysis that allow for the description and evaluation of economic phenomena and processes. Has knowledge of economic analysis applicable to business operations and an understanding of the financial aspects of running a business. Is able to effectively apply theoretical knowledge to identify and interpret economic phenomena and processes, and analyzes the problems and issues at hand. Independently selects and applies appropriate methods for assessing economic phenomena and processes, and provides a comprehensive and factual analysis of the problems and issues posed.
E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.	
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.	
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.	
E1_W06 Knows and understands at an advanced level how to apply and analyze the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic functioning and complex dependencies, as well as in forecasting future scenarios of economic and social activity.	
in terms of <u>SKILLS</u>:	Thinks and draws conclusions rationally and analyzes economic phenomena. Independently analyzes and

<p>E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.</p>	<p>interprets the content of financial and material reports and applies the acquired knowledge to assess the performance of business entities.</p>
<p>E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.</p>	<p>Is able to effectively apply theoretical knowledge to identify and interpret economic phenomena and processes, thoroughly and factually analyzes the problems and thematic issues presented, demonstrates creativity in action and ease in defending the analyses conducted. Can prepare oral presentations in the field of economic analysis. Is able to apply knowledge of economic analysis in practice, in relation to the company's operations in the market.</p>
<p>E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes, and to analyze and evaluate the processes and economic and social phenomena taking place.</p>	<p>Interprets the mechanisms of how the economy functions. Can observe and analyze economic processes taking place within a company, taking into account a critical assessment of the impact of the environment on the company's financial situation</p>
<p>E1_U05 Can identify and appropriately select sources of information, critically analyze, evaluate, and synthesize this information, and participate in debates by presenting and discussing different opinions and positions.</p>	<p>He analyzes and interprets basic cause-and-effect phenomena in enterprises.</p>
<p>E1_U09 Is able to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology.</p>	<p>Using standard tools of quantitative and qualitative analysis, he possesses expertise in the field of economic sciences.</p>
<p>in the field of SOCIAL COMPETENCIES:</p>	
<p>E1_K01 Is ready to critically assess the level of his or her knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when unable to solve a problem independently.</p>	<p>Actively cooperates within the team conducting economic analysis. Is aware of the need for improvement and lifelong learning.</p>
<p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of his/her work and the entire team.</p>	<p>Highlights the role of economic analysis in the economy. Is able to develop strategies tailored to the various situations the company faces.</p>
<p>E1_K05 Understands ethical issues related to the tasks and business activities performed, is aware of the importance of professional activities consistent with the principles of professional ethics and respect for the diversity of views and cultures; cherishes the achievements and traditions of the profession</p>	<p>Formulates judgments on important social and philosophical matters, in which economic analysis serves as the foundation.</p>
<p>E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>Demonstrates initiative and independence in professional activities. Shows creativity in action. Can defend the analyses conducted.</p>
<p>Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)</p>	

Effects (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W02, E1_W04, E1_W06, E1_W14	X		X					X		X	
E1_U01... U03, E1_U05, E1_U09	X		X					X		X	
E1_K01... K06								X	X	X	
Form and conditions for passing the course: lecture using a multimedia presentation, 5–7-minute colloquium, individual project on a given topic, written exam—questions of a closed and open-ended interpretive nature.											
Student workload to achieve learning outcomes in hours and ECTS credits											
Contact hours with an instructor											
Types of classes										Number of hours	
Attendance at lectures										21	
Participation in seminars											
Participation in exercises										24	
Participation in lab sessions											
Consultations (2 hours for the lecture, 1 hour for the training group, consultation, seminar)											
Total										45	
Student's independent work divided by time (examples of student work forms)											
Form of student work										Number of hours	
Preparing for classes										15	
Writing a paper/project/essay											
Gathering materials and preparing presentations											
Self-study										10	
Preparing for colloquia/tests										15	
Preparing for the written/oral exam in a subject										15	
Preparation for written/oral assessment in a subject											
Total of										55	
Total (contact hours + student's own work)										100	
										4 ECTS	
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor										2 ECTS	
2. including the number of ECTS credits for hours spent on independent work										2 ECTS	
Basic literature: (up to 3 items)											
1. Business Valuations: Fundamentals, Techniques, and Theory, John Wiley & Sons Inc, New York 2024.											
2. K. G. Palepu, P. M. Healy, E. Peek, *Business Analysis and Valuation*, Cengage Learning EMEA, 2022.											
Supplementary literature:											
1. Z. Ch. Mercer, T. W. Harms, Business Valuation – An Integrated Theory, John Wiley & Sons Inc, New York 2020.											
Approved by: Vice Rector for Academic Affairs											

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:		Databases		
Field of Study:		ECONOMICS		
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)		
Program profile:		Practical		
Type of program*:		full-time / part-time		
Type of classes*:		required <input checked="" type="checkbox"/> optional <input type="checkbox"/> elective <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III <input checked="" type="checkbox"/>	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/>	
Number of ECTS credits		3		
Language of instruction:		English		
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl		
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects X • specialization subjects <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 		
Instructor(s):		According to the curriculum		
Lectures	Seminars	Exercise	BUNA*	Credit*
0	0	24	18	ZO
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of an instructor				
Course Objective: <i>To acquire basic knowledge of economic information systems, their capabilities, and the role they play in economic organizations. To become familiar with the functioning of selected national and global economic information systems. To develop the ability to properly create and use databases.</i>				
Teaching methods: <i>learning through practice and independent exploration of knowledge via problem analysis</i> Teaching tools used: <i>software DBeaver Community, use of website resources: https://stackby.com/database/create-online-database</i>				
Prerequisites: <i>Knowledge of computer science and economics.</i>				
No	Course content			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISE: Information, data, knowledge. Information as an economic category. Economic information. Types of economic information. Functions of information in socio-economic systems. Information systems in economic organizations. Information processes. Information infrastructure of the modern economy. Databases and their types. Using MS Access for enterprise information management. Database objects. Creating and modifying table structures. Importing data from			

	spreadsheets. Relationships and joins. Queries and their applications, defining criteria and expressions, sorting and limiting the number of records displayed, using information from multiple tables in queries. Define reports and forms. Macro commands. Using a spreadsheet to analyze economic data compiled in the form of lists. Filtering information. Defining criteria, advanced filters, and database functions. Creating tables and PivotCharts—applying functions, viewing information in different cross-sections, viewing details, customizing chart formats, and linking data to charts. Rules for using SQL database servers. Basic SQL statements and their syntax. Searching for information using the structured SQL query language. Creating queries and subqueries. Application examples. The Business Intelligence system and its role in meeting the information needs of business entities. BI system architecture. Spatial information systems—information resources of systems, rules of creation. Nationwide economic information systems, examples. Economic information offices. Legal aspects of economic information systems.
V	BUNA: For the collected data, create a database and define its objects.
Learning outcomes	
Directional effects – symbol and specification	Objective effects – specification
in the field of KNOWLEDGE:	
E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.	<p>Defines basic concepts such as information, data, and knowledge in the context of economics. Is able to describe the process of designing and creating databases and characterize various data models. Is proficient in the subject of designing relational databases—knows how to list and clearly characterize the successive phases of this process.</p> <p>Describes economic laws and economic phenomena and their effects as they apply to the subject being studied. Knows the conditions and rules for making optimal decisions. Can reduce the database schema to the appropriate normal form.</p> <p>Discusses databases, information processing, and the creation and modification of table structures containing data. Can apply this knowledge in practice by independently building data models for selected examples.</p> <p>Has a solid grasp of the basics of SQL and the rules for its use.</p> <p>Has knowledge of databases used in business, understands the value of statistical methods in the study of economic phenomena and processes. It covers the legal aspects of economic information systems.</p>
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.	
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.	
E1_W06 Knows and understands at an advanced level how to apply and analyze the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic functioning and complex interdependencies, as well as in forecasting future scenarios of economic and social activity.	
In terms of SKILLS:	
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	<p>Thinks and draws conclusions rationally, analyzes economic phenomena using databases. Is able to design a simple relational database.</p> <p>Prepares oral presentations on databases. Knows how to use basic SQL commands to search for data in a database. Can use SQL to create, modify, and manage databases.</p>
E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of	

economic disciplines.	Interprets and analyzes basic cause-and-effect phenomena.
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.	
E1_U05 Can find and properly select sources of information, critically analyze, evaluate, and synthesize this information, and participate in debate, presenting and discussing different opinions and positions.	Uses standard analytical tools. Has the ability to improve processes in the field of economic sciences.

in the field of SOCIAL COMPETENCIES:

E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.	<p>Demonstrates initiative and independence in professional activities involving information systems.</p> <p>Adapts behavior to the various situations the company faces. Can work in a group when developing a project. Prioritizes database usage.</p> <p>Collaborates on a team to co-author and create queries using the structured SQL query language.</p> <p>Demonstrates the ability to formulate judgments on important social and philosophical matters. Independently expands their knowledge in the use of databases.</p>
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of their work and that of the entire team.	
E1_K05 Understands ethical issues related to the tasks and business activities performed; recognizes the importance of professional activities that are consistent with the principles of professional ethics and respect for diverse views and cultures; values the achievements and traditions of the profession	
E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.	

Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation	Individual	Group project
E1_W01, E1_W02, E1_W04, E1_W06			X					X		X	
E1_U01... U03, E1_U05			X					X		X	
E1_K01... K06								X	X	X	

Requirements for passing the course: computer lab sessions, class participation, participation in discussions, completion of an individual project, and a final assessment in the form of a colloquium and a project

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

Contact hours with an instructor

Types of classes	Number of hours
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Participation in lectures	
Participation in seminars	
Participation in exercises	24
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for training group, conv., sem.)	
Total	24
Student's own work organized by time (examples of student work forms)	
Student work form	Number of hours
Preparing for classes	12
Writing a paper/project/essay	
Gathering materials and preparing presentations	
Self-study	30
Preparing for colloquia/tests	24
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	
Total	66
Total (contact hours + student's own work)	90
	3 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	0.5 ECTS
2. including the number of ECTS credits for hours completed in the form of independent work	2.5 ECTS
Basic literature: (up to 3 items)	
1. C. Tanimura, SQL for Data Analysis, O'Reilly Media Inc, Beijing [etc.] 2021.	
2. R. M. P. Teate, SQL for Data Scientists – A Beginner's Guide to Building Datasets for Analysis, John Wiley & Sons Inc, New York 2021.	
Supplementary reading:	
1. D. Bell, SQL: A Step-by-Step Guide for Beginners, Guzzler Media LLC, [no place] 2019.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powisle Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Social and Economic Insurances			
Field of study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X	supplementary <input type="checkbox"/>	elective <input type="checkbox"/>	
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits awarded ECTS credits	2			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • General education courses <input type="checkbox"/> • core courses <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses X • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
18	0	0	12	ZO
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to familiarize students with the theory and practice of insurance to the extent necessary to actively participate in the process of transformation and development of the insurance sector operating in a market economy, to familiarize students with the basic concepts, principles, and current legal regulations in the field of insurance and social insurance, to develop the ability to understand and critically assess insurance offerings, and to raise awareness of insurance and the role played by social and economic insurance.</i>				
Teaching methods: <i>knowledge acquisition through moderated discussions, and learning through problem/case analysis (CASE STUDY).</i>				
Teaching tools used: <i>openIMIS software, use of website resources: https://www.oecd.org/en/data/tools/oecd-calculator-of-taxes-and-benefits.html?utm_source=chatgpt.com</i>				
Prerequisites: <i>General knowledge of how businesses operate in the market, the ability to identify human needs and organizational structures, and a general understanding of cause-and-effect relationships.</i>				
No	Course content			
I	LECTURE: <ol style="list-style-type: none"> 1. The risk and essence of insurance. Types of insurance. The functions of insurance and their importance in the economy. 2. Contract and insurance relationship. 3. Life insurance. 4. Characteristics of non-life insurance products. 5. Social Security benefits. Calculation of the premium. 			

	6. Own company – insurance liabilities to ZUS (State Social Insurance Institution).
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	BUNA: History of social security. Insurance market and institutional environment. Social security compared to other systems. Pension system in Poland.
Learning outcomes	
Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
<p>E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.</p> <p>E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.</p>	<p>Knows and understands the concepts of insurance, the role, functions, and principles used in insurance. Has basic knowledge of the functioning of the insurance system and the elements of this structure. Has knowledge of human behavior in the context of risk and the opportunities presented by social and economic insurance.</p> <p>Describes the nature of the insurance market, understands the basic legal provisions and general principles related to the specific characteristics of this market. Understands the principles governing the establishment, operation, and development of insurance companies, including joint-stock companies and mutual insurance companies.</p>
in terms of <u>SKILLS</u>:	
<p>E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.</p> <p>E1_U07 Can collaborate with others as part of a team or as a leader; takes the initiative in analyzing and evaluating alternative solutions to economic problems and selects methods and tools that enable their rational resolution and optimization.</p> <p>E1_U09 Is prepared to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology</p>	<p>Applies theoretical knowledge and collected data to characterize risk and the possibilities of risk insurance. Can collect, analyze, and interpret data on the insurance market to assess the economic processes occurring within it.</p> <p>Formulates practical conclusions about socio-economic risk situations in the context of insuring against the consequences of specific situations. Analyzes and documents the symptoms, causes, and course of processes related to risk insurance.</p> <p>Has the ability to observe, understand, and analyze phenomena related to socio-economic risk and the insurance market, as well as identify activities that improve the effectiveness of decisions in the field of risk insurance.</p>
in the field of <u>SOCIAL COMPETENCIES</u>:	
<p>E1_K01 Is ready to critically assess the level of his or her knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when unable to solve a problem on his or her own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal</p>	<p>Understands the need to draw knowledge from available scientific publications and search for specialized (industry) literature discussing current trends in the field of social and economic insurance. Has a commitment to systematically expanding knowledge and skills.</p> <p>Determines the sequence of actions based on the specific nature of the risk and its insurance coverage. Demonstrates personal values related to professional guidance</p>

<p>, and perform responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of their work and that of the entire team.</p>	<p>life through the responsibility of business in the field of performing activities related to risk and socio-economic insurance.</p> <p>Correctly identifies and diagnoses the determinants of the functioning of insurance markets and the social and economic insurance system</p> <p>Independently supplements and improves knowledge and skills in the field of practical insurance activities—social and economic.</p>
<p>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.</p>	
<p>E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	

Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W02, E1_W07			X		X			X	X		
E1_U02, E1_U07, E1_U09			X		X			X	X		
E1_K01, E1_K02, E1_K03, E1_K06,			X					X	X		

Form and conditions for passing the course: contribution via a multimedia presentation, discussion, written assessment based on the lecture material in the form of a test consisting of multiple-choice questions

The student's workload required to achieve learning outcomes, expressed in hours and ECTS credits

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	18
Participation in seminars	
Participation in exercises	
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, consultation, seminar)	
BUNA	12
Total	30

Student's independent work divided by time (examples of student work forms)

Form of student work	Number of hours
Preparing for classes	4
Writing a paper, project, or essay	
Gathering materials and preparing presentations	
Independent reading	3
Preparing for colloquia/tests	3
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	
Total	20
Total (contact hours + student's own work)	50
	2 ECTS

1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	1.5 ECTS
2. including the number of ECTS credits for hours spent on independent work	0.5 ECTS
<p>Required reading: <i>(up to 3 items)</i></p> <ol style="list-style-type: none"> 1. M. Mansoor, S. Chattopadhyay, *Principles of Insurance*, Notion Press Media Pvt. Ltd, Chennai 2024. 2. Ch.J. Boggs, Property & Casualty, Insurance Concepts Simplified. The Ultimate “How to” Insurance Guide for Agents, Brokers, Underwriters, and Adjusters, Wells Media Group Inc, San Diego 2018. <p>Supplementary literature:</p> <ol style="list-style-type: none"> 1. W.R. Vance, Handbook of the Law of Insurance, Legare Street Press, 2021. 	
<p>Approved by: Vice Rector for Academic Affairs</p>	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Effectiveness of Strategic Decisions			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits	3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses X • finance and accounting <input type="checkbox"/> • human resources management <input type="checkbox"/> 			
Instructor(s) Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Type of credit*
0	0	21	12	ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to present key concepts in the field of strategic decision-making and to demonstrate the principles of how market entities operate in a turbulent environment.</i>				
Teaching methods: <i>knowledge acquisition through solving tasks and problems during seminars.</i>				
Teaching tools used: <i>Mindomo and Linear software.</i>				
Prerequisites: <i>general knowledge of strategic effectiveness, general ability to draw conclusions in the field of strategic decision-making, and a general understanding of cause-and-effect relationships.</i>				
No	Course content			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISE: 1. Basic issues in the effectiveness of strategic decisions. 2. Globalization processes and <i>the network level</i> . 3. Methods used to examine the effectiveness of strategic decisions.			
V	BUNA: Strategies of enterprises in the era of globalization.			
Learning outcomes				

Directional effects – definition and specification	Objective effects – specification
<p>in the field of <u>KNOWLEDGE</u>:</p> <p>E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.</p> <p>E1_W03 Identifies interrelationships between phenomena, entities, structures, and economic institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. Knows how to apply this knowledge in practice.</p> <p>E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data and their practical application in professional activities</p> <p>E1_W05 Knows and understands at an advanced level the role of humans as agents shaping economic structures; understands the patterns of human behavior in meeting needs, and possesses foundational knowledge of the principles and motivations behind human action in the process of designing and implementing tasks and organizational changes within these structures. He knows how to apply knowledge in practice.</p> <p>E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.</p> <p>E1_W08 Has knowledge of the processes of development and transformation of entities, institutions, and economic structures; recognizes the essence and determinants of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness</p>	<p>Is able to describe the tools for monitoring the progress of strategy implementation. Has knowledge in the field of monitoring current operations and operational control in organizations.</p> <p>Knows and understands the basic concepts, economic laws, and phenomena, as well as their effects in a market economy. Knows the conditions and principles for making optimal decisions by entities at the enterprise level. Has knowledge of how enterprises operate at various scales.</p> <p>Possesses advanced knowledge of the objective and methodological connections between strategic and operational management and various fields and scientific disciplines.</p> <p>Is able to identify the motives behind human behavior in various situations related to the implementation of strategic decisions. Can identify areas of conflict and propose ways to resolve them.</p> <p>Has in-depth knowledge of the mechanisms of economic functioning and identifies typical problems related to the effectiveness of strategic decisions.</p> <p>Has extensive knowledge of methods for making strategic decisions under conditions of uncertainty and risk.</p>
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.</p> <p>E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.</p> <p>E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes, and to analyze and evaluate the processes and economic and social phenomena taking place.</p> <p>E1_U08 Has the ability to plan and organize the process of writing papers on specific topics using theoretical approaches, principles of collecting</p>	<p>Is able to correctly define terms in the field of strategic and operational management.</p> <p>Is able to formulate strategic options for the enterprise. Can skillfully make rational choices when making strategic decisions.</p> <p>Interprets the mechanisms of functioning enterprises, analyzes and interprets basic cause-and-effect phenomena in enterprises, uses standard tools of quantitative and qualitative analysis to forecast economic phenomena, and possesses skills in the field of economic sciences.</p> <p>Is able to determine the strategic position of the</p>

various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the selected specialization in the field of economics).	enterprise. Is able to think rationally and analyze economic phenomena. Has the skills of critical thinking and evaluation of development strategies. Is able to apply tools to monitor the progress of strategy implementation.
E1_U09 Is prepared to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology	
E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solutions in business practice, in connection with the field of study.	

in the area of SOCIAL COMPETENCIES:

E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.	Is characterized by initiative and independence in professional activities, able to adapt their behavior to various situations in which the company operates. Is skilled in formulating judgments on important social and philosophical matters, particularly those related to the functioning of pre-enterprises and their effectiveness. Is able to properly define the priorities for carrying out tasks assigned by themselves or others. Works well in a team. Is able to identify the role of efficiency in business operations. Recognizes the need to analyze as comprehensive a set of alternative projects as possible, along with all existing constraints. Is able to think in an entrepreneurial manner. Skillfully references and discusses the effectiveness of strategic decisions. Is prepared to think and act rationally.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of their work and the entire team.	
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 in case you have trouble solving them on your own.	
E1_K06 Is able to think in an entrepreneurial way and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.	

Methods for assessing the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Outcomes (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W02, W05, E1_W07, E1_W08,			X					X	X		X
E1_U01... U03, E1_U08, E1_U09, E1_U10			X					X	X		X
E1_K01, E1_K02, E1_K03, E1_K06			X					X	X		X

Requirements for passing the course: passing based on practical assignments of both closed-ended and open-ended interpretive nature.

Student workload required to achieve learning outcomes during class hours and ECTS credits	
Contact hours with an instructor	
Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in exercises	21
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
BUNA	12
Total	33
Student's own work organized by time (examples of student work forms)	
Student work form	Number of hours
Preparing for classes	10
Writing a paper/project/essay	
Gathering materials and preparing presentations	
Self-study	20
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	12
Total	42
Total (contact hours + student's own work)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	1.5 ECTS
2. including the number of ECTS credits for hours completed as independent work	1.5 ECTS
Basic literature: (up to 3 items)	
1. Ch. Williams, Strategic Business Case Analysis, Taylor & Francis Ltd, Abingdon-on-Thames 2023.	
2. Lourdesamy Iruthayasamy, Understanding Business Strategy: Confusion and Consensus, Springer Verlag, Singapore 2022.	
Supplementary literature: (up to 5 items)	
1. D. Paul, J. Hunsley, A. Reed, D. Beckham, P. Turner, Business Analysis Techniques, BCS Learning & Development Limited, [Swindon] 2021.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiśle Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Intercultural Communication			
Field of study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits	1			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • General education courses <input type="checkbox"/> • core courses <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses X • finance and accounting <input type="checkbox"/> • human resources management <input type="checkbox"/> 			
Instructor(s) Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
0	0	21	0	ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to prepare students for effective and conscious communication in an intercultural environment by developing cultural competencies, understanding cultural differences, and fostering attitudes of openness and intercultural sensitivity.</i>				
Teaching methods: <i>knowledge acquisition through simulations, discussions, and practical role-playing exercises.</i>				
Prerequisites: <i>knowledge of the basics of management, microeconomics (availability of resources and their rational use), and the basics of marketing.</i>				
No	Course content			
I	LECTURES: none			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. Introduction to Intercultural Communication. 2. Cultural Dimensions and Communication Styles. 3. Stereotypes, Prejudice, and Ethnocentrism. 4. Nonverbal Communication in Different Cultures. 5. Intercultural Conflicts and Their Resolution. 6. Communication in a Multicultural Environment – Practice. 			

7. Building Intercultural Competence and Summary.											
V	BUNA: not applicable										
Learning outcomes											
Directional effects – symbol and specification						Objective effects – specification					
in terms of SKILLS:						<p>Observes and interprets economic phenomena, describes the negotiation process and its phases.</p> <p>Uses basic theoretical knowledge and obtains reliable data to analyze the sources (causes) of conflict situations. Is able to apply knowledge of negotiations in practice.</p> <p>Participates in problem-solving teams addressing conflict situations, identifying and recommending alternative solutions to problems, and determining the best solutions using the BATNA technique.</p>					
E1_U07 Can collaborate with others as part of a team or as a leader; contributes to the analysis and evaluation of alternative solutions to economic problems and selects methods and tools that enable their rational resolution and optimization.											
E1_U09 Is prepared to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology											
E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solution strategies in business practice, in connection with the field of study.											
in the field of SOCIAL COMPETENCIES:						<p>Understands the need to improve interpersonal and negotiation skills, as well as assertiveness and empathy, in meeting key economically rational needs.</p> <p>Acts in an entrepreneurial manner, communicates effectively with others—listening, asking questions, and skillfully managing objections—while also developing resilience in the face of setbacks when negotiating terms of agreements. By employing negotiation strategies and techniques, he understands and addresses ethical business considerations and is guided by the principles of respect for partners throughout the negotiation process.</p> <p>Is prepared to substantively and courageously convey views and arguments in a conflict situation, taking into account relevant negotiation principles. Demonstrates an active attitude in negotiation processes.</p> <p>Is able to independently improve negotiation skills (verbal and non-verbal) by learning new techniques for influencing the audience and analyzing his own and others' mistakes during negotiation interactions. Is aware of the limitations of economic resources and is able to resolve dilemmas and conflicts by seeking alternative solutions through negotiation of the conditions for their use.</p>					
E1_K01 Is ready to critically assess the level of his knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when he has difficulty solving a problem on his own.											
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of their work and the entire team.											
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 when facing difficulties in solving them independently.											
E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.											
Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)											
Outcomes (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual	Group project
E1_U07, E1_U09, E1_U10							X	X	X		
E1_K01, E1_K03, E1_K06							X	X	X		

Form and conditions for passing the course: completion of a group project; passing based on practical tasks discussed during classes plus a colloquium.

Student workload required to achieve learning outcomes during class hours and ECTS credits

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in exercises	21
Participation in laboratory classes	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
Total	21

Student's independent work divided by time (examples of student work forms)

Form of student work	Number of hours
Preparing for classes	3
Writing a paper/project/essay	
Gathering materials and preparing presentations	
Self-study	3
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for the written/oral assessment in a subject	3
Total	9

Total (contact hours + student's own work)

30

1 ECTS

1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor

1 ECTS

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

0 ECTS

Basic literature: (up to 3 items)

1. Klyukanov, I.E. (2020). Principles of Intercultural Communication (2nd ed.). NY: Routledge.

Supplementary literature:

1. Kossowska, M., Rosiński, J., Global Mindset and International Business. Driving Process Outsourcing. Organizations. Routledge, 2023.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powisłe Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:		Public Relations		
Field of Study:		ECONOMICS		
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)		
Program profile:		Practical		
Type of program*:		full-time / part-time		
Type of classes*:		required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III <input checked="" type="checkbox"/>	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits		1		
Language of instruction:		English		
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl		
Course group within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • General education courses <input type="checkbox"/> • core courses <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses X • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 		
Instructor(s):		According to the curriculum		
Lectures	Seminars	Exercise	BUNA*	Credit*
0	0	21	0	ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of a faculty member				
The aim of the course is to present the essence of the process of building a positive and long-term image of the organization in a competitive environment, and to identify the key elements that influence the creation of the image, and to present the tools for building the organization's image in its immediate and broader environment.				
Teaching methods: knowledge acquisition through simulations, discussions, and practical role-playing exercises—such as speeches, press conferences, and role-playing scenarios—as well as case studies.				
Prerequisites: knowledge of marketing and organizational management.				
No	Course Content			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. The basic conceptual framework and essential features of PR activities. PR activities in the context of other promotional elements. 2. Crisis PR: concept, sources, types of crises; crisis prevention; types of planning activities for the eventuality of a crisis situation; optimal rules of behavior (communication) in a crisis; common mistakes; recommendations for marketing promotion during a crisis. 3. Cooperation with the media as a branch of PR: meaning, forms; types of materials suitable for dissemination in the media and sources; general principles of behavior toward the 			

	<p>media; principles and models for drafting press releases; rules for the use of spoken word techniques (press conferences, interviews).</p> <ol style="list-style-type: none"> 4. PR in the context of a socially controversial investment: real-world cases; managing conflicts and leveraging opportunities to defuse tensions; specific considerations regarding organizational crises and crisis PR; stages of the process: analyzing the situation from the perspective of conflicting groups; the action plan; communication strategies and tactics tailored to specific stakeholder groups; potential communication techniques; involving stakeholders in the planning and implementation of the investment, and maintaining communication with them after the investment is completed. 5. Corporate Identity – image and identity of the organization, elements of the organization’s identity, visual identification: purpose and principles; creating an organizational identity. 6. Potential PR functions within the organization’s communication system: the organization’s information and communication needs and the necessity of creating a system to manage them, or at least coordinate them; traditional PR, specialized, professional communication manager, or at least a coordinator of the organization’s communication activities; reasons why this potential PR function might not be utilized 7. Potential PR functions for the benefit of the organization’s management boards: traditionally assigned functions: image, contact, harmonization, prevention; nowadays the most valued role of PR in so-called problem management; possible PR functions for the organization’s management boards; reasons for not utilizing the aforementioned PR opportunities in management lie with both PR practitioners and management boards. 8. Efficiency and effectiveness of PR activities—event organization—types of events, goals of event organization, event planning, elements of event management, performance assessment, "post-event" activities, and the most common mistakes. 9. Modern PR techniques and the use of the Internet in communication campaigns – media relations online, crisis management (<i>fake news</i>), website positioning, popular social media platforms.
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v	BUNA: not applicable
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Learning outcomes

Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology, and relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the application of this practical knowledge in business activities.	<p>Knows and understands the concepts, economic laws, and economic phenomena and their effects occurring in the company’s operations, including issues related to PR. Identifies PR tools used in specific areas.</p> <p>Presents PR functions in relation to the organization’s management, and has basic knowledge of humans as entities that create economic structures.</p> <p>Discusses communication strategies and tactics in relation to specific categories of the environment; knows possible communication techniques.</p> <p>Discusses the potential functions of PR in relation to the importance of entrepreneurship for business entities.</p>
E1_W05 Possesses advanced knowledge of humans as entities that create economic structures; understands the rules of human behavior in terms of satisfying needs; has a basic understanding of the principles and motives of human action in the process of creating and implementing tasks and organizational changes within these structures. He knows how to apply this knowledge in practice.	
E1_W06 Demonstrates advanced knowledge and understanding of how to apply and analyze the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic activity and complex interdependencies, as well as in forecasting future scenarios of economic and social activity.	
in terms of <u>SKILLS</u>:	
E1_U02 Is able to use his theoretical knowledge and	Uses PR capabilities in management. Can

effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.	correctly interpret and explain social and cultural phenomena and the interrelationships between processes occurring in different cultures in relation to the implementation of public relations strategies.
E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes, and to analyze and evaluate the processes and economic and social phenomena taking place.	Interprets the mechanisms of operation of individual market entities and analyzes and interprets the basic cause-and-effect phenomena occurring within them.
E1_U06 Is able to independently plan and carry out their own learning, taking into account the dynamic development of the sciences, and applying acquired economic knowledge, practical insights, and professional experience to independently complete tasks, as well as to run a business and resolve the dilemmas of professional work.	Formulates practical conclusions useful in the context of PR, presents his own ideas. Analyzes the reasons for not using the PR function in economic processes.
E1_U07 Can collaborate with others as part of a team or as a leader; takes the initiative in analyzing and evaluating alternative solutions to economic problems and selects methods and tools that enable their rational resolution and optimization.	Uses standard tools of quantitative and qualitative analysis to forecast economic phenomena, possesses the ability to think rationally, draw inferences, and analyze marketing phenomena, with particular emphasis on the PR department.
E1_U09 Is prepared to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology	Can prepare oral presentations in the field of PR within the enterprise and works effectively in a team.
in the field of SOCIAL COMPETENCIES:	
E1_K01 Is ready to critically assess the level of his knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulty in solving the problem on his own.	Understands the need to utilize PR functions within the enterprise's organizational structure. Is aware of the influence of the environment on the conditions under which the organization operates. Understands the importance of the impact of image and reputation on an organization's performance and social standing.
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 on his or her own.	Defines priorities for creating an appropriate image of the organization/board. Correctly identifies the sources and types of PR crises.
E1_K05 Understands ethical issues related to the tasks and business activities performed, recognizes the importance of professional conduct consistent with the principles of professional ethics and respect for diverse views and cultures; upholds the achievements and traditions of the profession.	Expresses his views on image creation boldly and substantively. Applies the principles of ethical communication.
E1_K06 Is able to think entrepreneurially and communicate effectively with the surrounding environment; adapts to new situations and conditions, and develops resilience to failure and stress.	Independently expands and enhances knowledge of PR in socially controversial situations. Utilizes modern techniques and the Internet in communication campaigns. When creating an image, is guided by business ethics and corporate social responsibility toward the organization and its members
Ways to verify the outcome of this learning (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)	

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in the	Individual project	Group project
E1_W01; E1_W05, E1_W06, E1_W13								X	X	X	
E1_U02 E1_U03, E1_U06... U09								X	X	X	
E1_K01, E1_K02... K06								X	X	X	
Requirements for passing the course: completion of an independent project; passing based on practical tasks discussed during class.											
The student's workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with an instructor											
Types of classes								Number of hours			
Participation in lectures											
Participation in seminars											
Participation in exercises								21			
Participation in lab sessions											
Consultation											
Total								21			
Student's independent work divided by time (examples of student work forms)											
Form of student work								Number of hours			
Preparing for classes								9			
Writing a paper, project, or essay											
Gathering materials and preparing presentations											
Independent reading											
Preparing for colloquia/tests											
Preparing for the written/oral exam in a subject											
Preparation for the written/oral assessment in a subject											
Total								9			
Total (contact hours + student's own work)								30			
								1 ECTS			
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor								1 ECTS			
2. including the number of ECTS credits for hours spent on independent work								0 ECTS			
Basic literature: (up to 3 items)											
1. Rosenberg, A Modern Guide to Public Relations. Including: Content Marketing, SEO, Social Media & PR Best Practices, Lightning Source Inc, La Vergne 2021.											
2. Myers, The Rules of Public Relations, Rowman & Littlefield Publishing Group Inc, Lanham 2024.											
Further reading:											
1. J. Fawkes, Depth Public Relations, Jenny Stanford Publishing, Singapore 2024.											
Approved by: Vice Rector for Academic Affairs											

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Business Plan			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits	1			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses X • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
0	0	18	0	ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
Course objective: <i>A business plan is the fundamental tool for setting economic and financial goals for the planned period, and also serves as a means of monitoring and verifying the implementation of planned projects. Preparing a sound business plan is of great importance in many situations, particularly when applying for a loan or co-financing from EU funds. The primary objective of the course is to present, in practical terms, the standards for developing business plans and evaluating them.</i>				
Teaching methods: <i>acquisition of knowledge through the development of a practical business project—a business plan for a business venture.</i> Teaching tools used: <i>software Mindomo, use of website resources: https://www.canva.com/documents/templates/business-plan/</i>				
Prerequisites: <i>general knowledge of how market entities operate—competition, environment, financing of activities, costs, supply and demand, market research.</i>				
No	Course content			
I	LECTURE: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. Conditions for starting your own business – Business Incubators and other forms of support. 2. A business idea and its implementation. Competition and consumer characteristics 			

	<p>market.</p> <p>3. Characteristics of financing sources.</p> <p>4. Selection of the organizational and legal form of the business.</p> <p>5. Key elements of the business plan.</p> <p>6. Verification and assessment of the feasibility of a business project.</p>
V	BUNA: not applicable
Learning outcomes	
Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
<p>E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the application of this practical knowledge in business activities</p>	<p>Has knowledge of the role of the entrepreneur in the field of methodological principles for preparing a business plan and the areas of its application in business practice. Understands the importance of planning in the development of various forms of entrepreneurship.</p> <p>Discusses human behavior with particular emphasis on the need for creativity and entrepreneurship. Knows the specialized application of planning methods that support the processes of making optimal decisions regarding key areas of the company's activity.</p> <p>Describes standard methods and tools for collecting and interpreting data that enable the analysis and interpretation of processes related to the establishment and implementation of one's own business idea.</p>
<p>E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.</p>	
<p>E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of economics. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.</p>	
in terms of <u>SKILLS</u>:	
<p>E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes, and to analyze and evaluate ongoing processes and economic and social phenomena.</p>	<p>Analyzes and documents the symptoms, causes, and progression, as well as the effectiveness of processes related to business situations.</p> <p>Participates in the analysis and evaluation of alternative solutions to problems related to the effective/efficient/optimal implementation of a business idea. Formulates practical conclusions and addresses ideas and concerns related to the functioning of a new business idea. Can use advanced research methods and tools to model, forecast, and evaluate complex business processes, including in collaboration with others as part of a team working on the preparation of a business plan, and can take a leading role within the team.</p> <p>Has the ability to observe, understand, and analyze phenomena related to the entity's market performance and document these activities.</p>
<p>E1_U07 Can collaborate with others as part of a team or as a leader; takes the initiative in analyzing and evaluating alternative solutions to economic problems and selects methods and tools that enable their rational resolution and optimization.</p>	
<p>E1_U09 Is prepared to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology</p>	
in the area of <u>SOCIAL COMPETENCIES</u>:	
<p>E1_K01 Is ready to critically assess the level of his knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when encountering difficulties in solving the</p>	<p>Understands the need to learn and takes an assertive and empathetic approach to change when creating a business plan.</p>

<p>solve problems on his own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of their work and the entire team.</p> <p>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 cases where they have difficulty solving them on their own.</p> <p>E1_K06 Is able to think in an entrepreneurial way and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>Participates in projects related to the development of entities, is prepared for substantive discussion and presentation of views regarding the improvement of the functioning of newly established business entities. Is able to collaborate in a group, preparing projects in the field of business plans for enterprises or investment ventures. Can manage the preparation of a business plan project, defining priorities for its implementation.</p> <p>Is characterized by personal values related to being guided in professional life by business responsibility, ethics, and respect for competing views and opinions.</p> <p>Is able to independently supplement and improve knowledge and skills in the field of practical business planning activities (business).</p>
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Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01, E1_W02, E1_W07						X				X	
E1_U03, E1_7, E1_U09						X				X	
E1_K01, K03, E1_K06						X				X	

Requirements for passing the course: passing is contingent upon the creation of a business plan based on exercises completed during class

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

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in exercises	18
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, consultations, seminars)	
Total	18

Student's own work organized by time (examples of student work forms)	
Student work form	Number of hours
Preparing for classes	3
Writing a paper/project/essay	64
Gathering materials and preparing presentations	
Self-study	
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	
Total	7

Total (contact hours + student's own work)	25
	1 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	1 ECTS
2. including the number of ECTS credits for hours completed as independent work	0 ECTS
<p>Basic literature: <i>(up to 3 items)</i></p> <ol style="list-style-type: none"> 1. V. Evans, FT Essentials Guide to Writing a Business Plan, Pearson Education Limited, 2022. 2. S. Mansfield, How to Write a Business Plan (Your Guide to Starting a Business), Independently Published, 2019. <p>Supplementary reading:</p> <ol style="list-style-type: none"> 1. R. Abrams, Successful Business Plan: Secrets & Strategies, Planning Shop, 2019. 	
<p>Approval: Vice Rector for Academic Affairs</p>	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powisle Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Ethics in Economics			
Field of study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 X	
Number of ECTS credits awarded	2			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core courses <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses X • Finance and Accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
15	0	0	18	ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
<i>The aim of the course: to equip students with knowledge in the field of normative ethics. Preparation for specific business situations – acquiring the ability to make assessments and moral decisions. Raising awareness of the ethical aspects of economic choices.</i>				
Teaching methods: lectures using audiovisual aids, semester project – independent project – case study.				
Prerequisites: Actively participate in classes, complete the recommended assignments on your own.				
No	Course content			
I	LECTURE: <ol style="list-style-type: none"> 1. Introduction to ethics in the economic context. 2. Selected tools for formal evaluation and decision-making: Ethical systems. Utilitarianism. Kant's Ethics of Duty. Catholic personalism. 3. Selected tools for moral evaluation and decision-making: Concepts of moral responsibility and justice. Resolving moral dilemmas. 4. Ethics in personal practice. Elements of the psychology of moral judgments and decisions. 5. Ethics of business objectives. 6. Work and employment ethics. 7. Ethics of management and business relations in multicultural contexts. 8. Ethics of competition. Positive competition. Fair competition. Selected morally unacceptable ways of competing. Hindering market access. Corruption. Monopolistic practices. 			

II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	BUNA: Moral controversy regarding the goals of the enterprise, particularly the role of profit. Entrepreneurial ethos. The problem of a morally good object of economic activity. Aristotelian-Thomistic criteria for a morally good object of consumption. The company from the perspective of personalism, with particular emphasis on John Paul II's encyclical <i>*Centesimus annus*</i> . Managerial capitalism and Kantian capitalism—a dispute over the concept of Corporate Social Responsibility.
Learning outcomes	
Direct effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationship to other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the application of this practical knowledge in business activities.	Presents the ethical dimension of economics. Knows and distinguishes the basic concepts: morality, ethics, moral values, natural law. Knows the difficulties of making moral decisions. Discusses ongoing economic processes and the accompanying moral controversies. Knows ethical systems and methods for analyzing actions and making moral choices. Has knowledge about human beings and their ethical and moral values. Knows the prerequisites and effects of conducting responsible human economic activity, as well as the principles of creating and developing individual entrepreneurship, taking into account ethical principles. Explains and illustrates the importance of ethical and moral norms and rules in relation to the functioning of organizations and the people who create such structures, patterns, and dilemmas. It describes the impact of ethical and moral values on the direction of economic activity.
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data and their practical application in professional activities.	
E1_W05 Knows and understands at an advanced level the nature of humans as entities that create economic structures; knows the patterns of human behavior in terms of satisfying needs, and has a basic understanding of the principles and motives of human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice.	
E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.	
in terms of <u>SKILLS</u>:	
E1_U08 Has the ability to plan and organize the process of writing papers on specific topics using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the selected specialization in the field of economics).	Analyzes selected behaviors of market entities, applying knowledge in the field of ethical and moral behavior. Correctly applies systems for the ethical and moral assessment of entities' behavior in business relations.
in the field of <u>SOCIAL COMPETENCIES</u>:	
E1_K01 Is ready to critically assess the level of his knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when he has difficulty solving a problem on his own.	Understands the need to expand knowledge in the field of ethics in economics and is open to new perspectives in this area. Actively cooperates in task forces while respecting social, cultural, and ethical-moral norms.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal	

norms, and fulfill responsible roles within the team, being mindful of the decisions they make, and also taking responsibility for the results of their work and that of the entire team.	<p>Is open to new ideas and techniques related to the analysis and evaluation of ethical and moral attitudes in economics.</p> <p>Is characterized by personal values related to ethics, morality, respect for social norms, and loyalty in business relationships. Is aware of moral responsibility for decisions made in economic and public life.</p>
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 on their own.	
E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.	

Ways to verify the learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01, E1_W04, E1_W05, E1_W07,			X					X	X		
E1_U08			X					X	X		
E1_K01... K03, E1_K6,								X	X		

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

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in exercises	
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, consultation, seminar)	
Total	12

Student's own work organized by time (examples of student work forms)

Student work form	Number of hours
Preparing for classes	18
Writing a paper/project/essay	
Gathering materials and preparing presentations	15
Self-study	15
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	
Total	48
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 instructor	0.5 ECTS
2. including the number of ECTS credits for hours completed in the form of independent work	1.5 ECTS

Form and conditions for passing the course: lecture using distance learning techniques, oral exam based on the course material

Required reading: *(up to 3 items)*

1. D. Mele, Business Ethics in Action, Bloomsbury Publishing, London 2019.
2. S.G. Savur, Business Ethics: The Sustainable and Responsible Way, SAGE Publications Inc, Thousand Oaks 2024.
3. J. Graafland, Ethics and Economics: an Introduction to Free Markets, Equality and Happiness, Taylor & Francis Ltd, Abingdon-on-Thames 2021.

Supplementary reading: *(up to 5 items)*

1. K.K. Shah, *Business Ethics, Corporate Social Responsibility & Corporate Governance*, LAP Lambert Academic Publishing, 2023.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Quality Management Systems			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/>	supplementary <input type="checkbox"/>	elective <input type="checkbox"/>	
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input checked="" type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 X 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which achieves specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization subjects X • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
12	0	12	12	ZO/ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to present key aspects related to understanding the essence of quality management systems, as well as the implementation and practical functioning (improvement) of systems in manufacturing and service enterprises; performance of a specific practical task and discussion regarding the results obtained, possibilities for their improvement, and potential for application in organizations.</i>				
Teaching methods: <i>knowledge acquisition through traditional lectures; practical activities: case studies and brainstorming.</i> Teaching tools used: <i>FlinklISO software.</i>				
Prerequisites: <i>knowledge of: basics of organizational management, basics of marketing, basics of statistics.</i>				
No	Course content			
I	LECTURE: <ol style="list-style-type: none"> 1. Introduction to quality management. 2. Quality system according to ISO 9000 – basic concepts and their definitions. 3. Formal aspects of quality assurance – ISO 9001 system certification. 4. Quality management tools. 5. ISO 14000 environmental management system and its implementation. 6. Other quality assurance systems: HACCP, ISO 18000, GMP, GHP, GLP. 7. The concept of TQM and the principles of its implementation in organizations. 			
II	SEMINARS: <ol style="list-style-type: none"> 1. Structure and guidelines for the application of ISO 9000, 9001 standards and related standards in the Quality 			

	<p>Management System concept.</p> <ol style="list-style-type: none"> 2. Quality costs – classification and importance. 3. Quality system documentation (Quality Manual, procedures, instructions, quality records). 4. Management of quality system documentation. 5. Tools for quality improvement. 6. Organoleptic evaluation of products.
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	BUNA: Formal aspects of quality assurance – development of selected elements of the quality system documentation.
Learning outcomes	
Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the application of this practical knowledge in business activities.	<p>Can define concepts related to quality management. Describes the essence of quality management and other quality systems, and is familiar with the basic terminology derived from the ISO standard.</p> <p>Discusses an individual’s behavior within an organization, their needs regarding optimal work performance as outlined in the quality assurance system documentation, and the psychological constraints arising from the implementation of ISO standards.</p> <p>Presents methods (tools) related to quality improvement—the so-called classic and new approaches. Is familiar with standard methods and tools for data collection and their interpretation based on quality improvement tools, enabling the optimization of processes within the organization in accordance with ISO standards. Has knowledge of the phenomena occurring and the need to improve processes to achieve their optimization, and consequently, certification of the system’s (developed structure’s) compliance with the requirements of a specific quality standard.</p>
E1_W05 Has an advanced understanding of human beings as entities that create economic structures; understands the patterns of human behavior in the context of satisfying needs; possesses a basic understanding of the principles and motives underlying human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice.	
E1_W06 Knows and understands at an advanced level how to apply and analyze the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic functioning and complex interdependencies, as well as in forecasting future scenarios of economic and social activity.	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	<p>Correctly interprets economic phenomena and processes using terminology and standards from the ISO family.</p> <p>Uses theoretical knowledge and collected data, which characterize the course of processes within the organization, to analyze and optimize their future course.</p> <p>Forecasts the processes taking place within the organization using quality improvement tools and identifies the practical implications and risks of these processes based on the system documentation. Evaluates the suitability of various quality management systems.</p> <p>Has the ability to draw practical conclusions based on the documentation of the quality assurance system and to articulate ideas and concerns regarding the functioning system—specifically, the optimization and improvement of processes and</p>
E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.	
E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes, and to analyze and evaluate the processes and economic and social phenomena taking place.	
E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of the sciences, using the acquired economic knowledge and practical skills	

conclusions and professional experience in the independent implementation of tasks, as well as in running a business and resolving professional work dilemmas.	documentation. Has the ability to use quality management tools and methods.
E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solutions in business practice related to the field of study.	Monitors ongoing processes and properly uses relevant documents, as well as creates new records to improve processes.

in the field of SOCIAL COMPETENCIES:	
E1_K01 Is ready to critically assess the level of his knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when he has difficulty solving a problem on his own.	<p>Understands the need to learn about quality assurance and proper quality management.</p> <p>Correctly identifies, diagnoses, and improves the course of ongoing processes using quality improvement tools and creating appropriate documentation. Actively cooperates in teams focused on quality improvement (quality circles).</p> <p>Participates in quality improvement projects, is prepared for substantive discussion and the exchange of views related to the improvement of quality systems.</p> <p>Independently expands knowledge and improves skills related to quality assurance, and is open to continuous improvement.</p> <p>Is characterized by personal values related to being guided in professional life by business responsibility and respect for the views and opinions of others in the field of comprehensive (holistic) improvement and quality assurance.</p>
E1_K02 Is able to actively collaborate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms; performs responsible roles within the team, is mindful of the decisions they make, and takes responsibility for the results of their work and the entire team.	
E1_K03 Is prepared 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 if they encounter difficulties in solving them on their own.	
E1_K05 Understands ethical issues related to the tasks and business activities performed, is aware of the importance of professional activities consistent with the principles of professional ethics and respect for the diversity of views and cultures; values the achievements and traditions of the profession	
E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.	

Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01, E1_W05, E1_W06			X								X
E1_U01			X					X			X
E1_U02											X
E1_U03											X
E1_U06			X					X			X
E1_U010			X					X			X
E1_K01								X			X
E1_K03... K06								X			X

Form and conditions for passing the course: lecture using a multimedia presentation, passing based on a 5–7-minute oral presentation, group project using case studies

The student's workload required to achieve learning outcomes, expressed in hours and ECTS credits	
Contact hours with an instructor	
Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in exercises	12
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
BUNA	12
Total	36
Student's independent work divided by time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	13
Writing a paper, project, or essay	
Gathering materials and preparing presentations	
Independent reading	13
Preparing for colloquia/tests	13
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	
Total	39
Total (contact hours + student's own work)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	1.5 ECTS
2. including the number of ECTS credits for hours completed as independent work	1.5 ECTS
Basic literature: (up to 3 items)	
<ol style="list-style-type: none"> 1. L. Pittman, *Introduction to Quality Management*, States Academic Press, New York 2022. 2. N.R. Tague, The Quality Toolbox, ASQ Quality Press, Milwaukee 2024. 3. R. Tricker, Quality Management Systems: A Practical Guide to Standards Implementation, Taylor & Francis Ltd, Abingdon-on-Thames 2019. 	
Supplementary literature:	
<ol style="list-style-type: none"> 1. M. Sartor, G. Orzes (eds.), Quality Management: Tools, Methods and Standards, Emerald Publishing Limited, Bingley 2019. 	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Business Finance			
Field of Study:	ECONOMICS			
Level of study*:	Bachelor's degree Second-cycle (master's)			
Program profile:	practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*:		Semester of study*:	
	I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits	3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which achieves specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization subjects X • finance and accounting <input type="checkbox"/> • Human Resources Management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
24	0	0	12	E
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
Course objective: <i>to introduce key concepts in the field of finance and to develop skills in financial analysis and management.</i>				
Teaching methods: <i>knowledge acquisition through traditional lectures and independent study through problem analysis.</i>				
Teaching tools used: <i>software Accounting, use of website Resources: https://www.calculatorsoup.com/calculators/financial/</i>				
Prerequisites: <i>general knowledge of how businesses operate in the market, general ability to identify the organization's needs, and a general understanding of cause-and-effect relationships.</i>				
N o	Course Content			
I	LECTURE 1. The essence and concept of finance. 2. Scope of finance. 3. Basic techniques of financial analysis. 4. Basics of corporate financial management. 5. Control and monitoring in corporate finance.			
II	SEMINARS: not applicable			
II I	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: not applicable			

V	BUNA: 1. Change in the time value of money. 2. The basics of investing money. 3. Audit in the field of finance—goals, effects, organizations.
Learning outcomes	
Directional effects – definition and specification	Objective effects – specification
in the field of KNOWLEDGE:	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the application of this practical knowledge in business activities.	Discusses the essence of the science of corporate finance. It describes the instruments and principles governing the main areas of a company's financial management, particularly in the areas of financing sources, asset and capital structure, financial liquidity management, and investments.
E1_W02 Knows and understands economic conditions, forms, and standards, as well as market-related phenomena and processes. Has knowledge of economic structures and institutions, as well as their components, characteristics, and development.	Describes the scope of processes related to corporate finance from a practical perspective. Distinguishes between basic methods and tools in the field of financial analysis.
E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.	Characterizes the relationships and patterns in the area of financial analysis. It presents the principles and detailed legal regulations related to the practical management of the financial economy of market entities.
	Possesses in-depth knowledge in the field of enterprise asset management and understands the theoretical basis for evaluating investment projects through the lens of asset structure.
in terms of SKILLS:	
E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.	Applies knowledge of corporate finance to understand the patterns of investment and the variability of the time value of money in practice. Has the ability to analyze a company's financial situation based on data from financial statements.
E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of the sciences, using acquired economic knowledge, practical conclusions, and professional experience in the independent execution of tasks, as well as in running a business and resolving the challenges of professional work.	Formulates conclusions regarding the appropriateness of financing business activities. Possesses strong skills in assessing the conditions of the company's operations and is able to draw conclusions from information about the broader and immediate business environment.
in the field of SOCIAL COMPETENCIES:	
E1_K01 Is ready to critically assess the level of his knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when he has difficulty solving a problem on his own.	Understands the need to acquire knowledge in the field of corporate finance and has a positive attitude toward changes in the environment that may affect the financial condition of enterprises. Is prepared to conduct the analyses and assessments necessary for making financial decisions within the company and to deepen their knowledge in this area.
E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.	Can independently supplement and improve knowledge in the field of financial management of enterprises and is open to ideas and techniques for effective financial management of the company.

Ways to verify the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual	Group project
E1_W01, E1_W02, E1_W07, E1_W13	X				X				X		
E1_U02, E1_U07	X				X				X		
E1_K01, E1_K06					X				X		
Form and conditions for passing the course: lecture using a multimedia presentation, written exam—questions of a closed and open-ended interpretive nature.											
The amount of work required to achieve learning outcomes in hours and ECTS credits											
Workload											
Contact hours with an instructor											
Types of classes										Number of hours	
Participation in lectures										24	
Participation in seminars											
Participation in exercises											
Participation in laboratory classes											
Consultations (2 hours for the lecture, 1 hour for training group, conv., sem.)											
of										24	
Student's own work organized by time (examples of student work forms)											
Form of student work										Number of hours	
Preparation for classes										18	
Writing a paper/project/essay											
Researching materials and preparing presentations											
Self-reading										30	
Preparing for colloquia/tests											
Preparing for the written/oral exam in a subject										18	
preparation for written/oral credit in a subject											
of										66	
total (contact hours + student's own work)										90	
										3 ECTS	
including the number of ECTS credits for contact hours with the direct participation of an academic instructor										1 ECTS	
including the number of ECTS credits for hours completed in the form of independent work										2 ECTS	
Basic literature: (up to 3 items)											
1. P. Atrill, Financial Management for Decision Makers, Pearson Education Limited, London 2019.											
2. S. Ross, R. Westerfield, B. Jordan, ISE Essentials of Corporate Finance, McGraw-Hill Education, New York 2022.											
Supplementary reading: (up to 5 items)											
1. W. Conradie, W. Fourie, R. Pellissier, Basic Financial Management, Juta % Company Ltd, [no place] 2022.											
Approved by: Vice Rector for Academic Affairs											

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Banking			
Field of study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 X 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits	3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • Specialized courses X • finance and accounting <input type="checkbox"/> • human resources management <input type="checkbox"/> 			
Instructor(s) Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
0	0	21	12	ZO
* E – exam; Z – credit; ZO – passing with a grade; BUNA – without the participation of an academic instructor				
Course objective: <i>to enable students to acquire the following skills and competencies in the core areas: understanding the principles of the modern banking system; understanding the principles of operation of regulatory and legal institutions governing banking activities; assessing the impact of the banking sector on the macroeconomic situation; assessing the impact of banking system stability on banking activities; understanding the principles and methods of bank management.</i>				
Teaching methods: <i>lecture, case study, use of audiovisual equipment (transparencies – overhead projector, slides – multimedia projector).</i> Teaching tools used: <i>Apache Fineract software, HomeBank software.</i>				
Prerequisites: <i>basic knowledge of microeconomics and macroeconomics.</i>				
No	Course content			
I	LECTURES: none			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISE: 1. Types of modern banking: relationship banking, transaction banking, correspondent banking, international (global) banking, commercial banking, wholesale banking, corporate banking, retail banking, universal banking, specialized banking and its types (mortgage, cooperative, others). 2. Expansion of banks beyond the traditional range of banking services: derivatives, securitization of assets. 3. Risk in lending activities (active, passive, single, portfolio), sources of credit risk.			

	<p>4. Single credit risk management in a modern bank. Methodology for assessing the creditworthiness of various types of customers. Forms of collateral for credit receivables (single risk), criteria and rules for their selection, legal and non-financial collateral.</p> <p>5. Portfolio credit risk management in a modern bank – prudential standards taking into account legal requirements (NUK), internal limits on lending activities.</p> <p>6. Liquidity, interest rate, currency, and operational risk management – theoretical principles (including liquidity management rules—the golden banking rule, the transfer rule, and others), applicable prudential regulations.</p> <p>7. Bank risk in payment systems (liquidity and operational risk)</p>
V	<p>BUNA:</p> <ol style="list-style-type: none"> 1. Depository activities of the bank. Financial instruments, deposit policy – concepts, scope, elements, rules. 2. Credit activity – concept, scope, elements. Types of loans. 3. Offer of banking, deposit, and credit products. Rules for calculating the price of banking products. 4. Payment and settlement instruments. Types and operating rules.

Learning outcomes

Directional effects – symbol and specification	Objective effects – specification
<p>in the field of <u>KNOWLEDGE</u>:</p> <p>E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.</p> <p>E1_W03 Identifies the interrelationships between phenomena, entities, structures, and economic institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the field of a selected specialization in economics. Knows how to apply this knowledge in practice.</p> <p>E1_W06 Possesses advanced knowledge and understanding of how to apply and analyze the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic activity and complex interdependencies, as well as in forecasting future scenarios of economic and social activity.</p> <p>E1_W12 Possesses advanced knowledge of modern information and information systems and techniques, as well as the possibilities for their practical application in accordance with the field of study.</p>	<p>Has knowledge of the nature and principles of banking in Poland, including the types of risk involved in banking activities. Describes banking activities and the banking system, the role of the Central Bank and its policy objectives, as well as the nature of banking supervision. Has in-depth knowledge of finance, the functions of finance, and financial phenomena; can identify and describe the components of the financial system and the relationships between them.</p> <p>Understands the strategies and business models of banks, the basic types of risk in banking activities, and the functions of the key institutions that make up the banking system. Describes the products offered by banks to individual and institutional clients and the patterns observed in this area.</p> <p>Presents the principles of preparing documentation in the banking system and understands the principles of creditworthiness assessment based on the submitted documentation. Discusses contemporary transformation processes in the banking system and the directions of banking development in conjunction with technological advancements.</p> <p>Has knowledge of how to use available IT solutions in the analysis of banking products and services and in the analysis of how changes in key financial parameters for the banking market affect customer choices.</p>
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.</p> <p>E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.</p> <p>E1_U03 Is able to properly analyze and prepare</p>	<p>Observes and interprets phenomena characteristic of banking activity and uses banking terminology. Is able to justify the application of banking regulations to specific situations in the financial market.</p> <p>Uses knowledge of the banking system to obtain specific data characterizing the functioning of the banking system.</p>

accounting and financial documentation for decision-making and accounting purposes, and analyze and evaluate the processes and economic and social phenomena taking place	Properly documents the course of processes characteristic of banking activities. Is able to analyze reports and data on the effectiveness and security of banks. Correctly uses documents characteristic of banking activities—legal acts, regulations, procedures—to resolve specific situations, with particular emphasis on the risks involved in the activities of such entities.
E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of the sciences, using the acquired economic knowledge, practical conclusions, and professional experience in the independent implementation of tasks, as well as running a business and resolving professional work dilemmas.	

in the field of SOCIAL COMPETENCIES:		Understands the need to learn and expand knowledge in the field of banking. Understands the role of the bank as an institution of social trust and is prepared to act in accordance with the public interest. Can collaborate in task forces to solve complex problems in the banking sector. Participates in project teams, develops solutions, and contributes substantive insights based on current knowledge in the field. Consciously uses documents specific to banking activities, searches for and develops optimal solutions. Understands the bank's role as a public trust institution and is committed to responsibly shaping the relationship between the bank and its environment. Complements banking expertise, is open to creative, innovative ideas in banking products and technology, and shares insights with others. Resolves banking problems independently.
E1_K01 Is ready to critically assess the level of his knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when he has difficulty solving a problem on his own.		
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms; performs responsible roles within the team, is mindful of the decisions they make, and takes responsibility for the results of their work and the entire team.		
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.		
E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.		

Ways to verify this learning outcome (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Outcome(s)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W03, E1_W06, E1_W12			X					X		X	
E1_U01, E1_U02, E1_U03, E1_U06			X					X	X	X	
E1_K01, E1_K02, E1_K03, E1_K06								X	X	X	

Form and conditions for passing the course: completion of the individual project; passing based on practical tasks discussed during class.

Student workload to achieve learning outcomes in hours and ECTS credits	
Contact hours with an instructor	
Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in exercises	21
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for training group, consultation, seminar)	
BUNA	12
Total	33
Student's own work divided into time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	15
Writing a paper/project/essay	
Gathering materials and preparing presentations	
Self-study	15
Preparing for colloquia/tests	12
Preparing for the written/oral exam in a subject	
Preparation for written/oral assessment in a subject	
Total	42
Total (contact hours + student's own work)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	1.5 ECTS
2. including the number of ECTS credits for hours completed as independent work	1.5 ECTS
Basic literature: (up to 3 items)	
1. M. Choudhry, Principles of Banking, John Wiley & Sons Inc, Hoboken 2022.	
2. J. Cao, Economics of Banking, Taylor & Francis Ltd, Abingdon-on-Thames 2021.	
Supplementary literature:	
1. A. N. Berger, P. Molyneux, J. O. Wilson (eds.), Oxford Handbook of Banking, Oxford University Press, Oxford 2022.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiśle Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Diploma Seminar - Proseminar			
Field of study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: <input checked="" type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III		Semester of study*: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	
Number of ECTS credits	3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • General education courses <input type="checkbox"/> • core courses <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses X • finance and accounting <input type="checkbox"/> • human resources management <input type="checkbox"/> 			
Instructor(s)	According to the curriculum			
	Lectures	Seminars	Exercise	BUNA*
	0	0	30	12
	Credit*			
	Z			
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
Course objective: <i>to present the substantive, methodological, and technical aspects of preparing a written scientific thesis—including final and diploma theses. To demonstrate the essence of scientific reliability, conscientiousness, and originality. To foster diligence and the ability to organize and plan one's own work.</i>				
Teaching methods: <i>seminars, discussions, comparative analyses</i>				
Prerequisites: <i>basic computer skills—word processor, spreadsheet, presentation software.</i>				
No	Course content			
I	LECTURES: none			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISE: 1. General remarks on written scientific work – final theses, diploma theses. 2. Title page, table of contents, structure of the thesis. 3. Introduction, main body, conclusion. 4. Review of footnotes and rules for their use – copyright, plagiarism issues. 5. Bibliography – selection of literature. 6. Graphic elements: tables, figures. 7. Technical aspects of the work.			

V	BUNA: <ol style="list-style-type: none"> 1. Rules for the use of footnotes. 2. Selection of literature. 3. Formulating a research problem and attempting to solve it.
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Learning outcomes

Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W10 Knows and understands the basic principles of industrial property protection and copyright law, with particular emphasis on the field of economics.	Discusses the principles of using scientific sources while adhering to copyright law. Possesses knowledge of research planning and modern techniques of data collection and research tools appropriate to the selected topic of work.
E1_W13 Knows the substantive, methodological, and formal requirements for the preparation of a thesis, the development and submission of which for evaluation are determined by the thesis procedure in the field of economics.	
in terms of <u>SKILLS</u>:	
E1_U08 Has the ability to plan and organize the process of writing papers on specific topics using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the selected specialization in the field of economics).	In practice, applies knowledge of the editorial principles for preparing scientific studies, as well as the collection and use of empirical data, the principles of literature selection, and consequently the description, inference, and interpretation of the phenomena in question. Is able to deliver an oral presentation supported by visual aids, highlight the results of literature reviews, and enrich inferences based on the results of empirical data.
In the field of <u>SOCIAL COMPETENCIES</u>:	
E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when facing difficulties in solving a problem on their own.	Understands the need to learn and improve research techniques. Collaborates with others to solve research problems. Is open to criticism, new ideas, and techniques aimed at improving scientific and research skills.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms; performs responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of their work and the entire team.	
E1_K03 Is able 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 case of difficulties in solving them on your own.	

Ways to verify the learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W10, E1_W1					X	X		X	X		
E1_U8					X	X		X	X		
E1_K01, E1_K02,						X		X	X		

E1_K03										
Requirements for passing the course: text analysis with discussion, a research project, group discussions, individual consultations based on the analysis of the assigned texts, and written assignments.										
The student's workload required to achieve learning outcomes in hours and ECTS credits										
Contact hours with an instructor										
Types of classes										Number of hours
Participation in lectures										
Participation in seminars										
Participation in exercises										30
Participation in lab sessions										
Consultations (2 hours for the lecture, 1 hour for training group, consultation, seminar)										
Total										30
Student's own work organized by time (examples of student work forms)										
Student work form										Number of hours
Preparing for classes										15
Writing a paper/project/essay										12
Gathering materials and preparing presentations										15
Self-study										18
Preparing for colloquia/tests										
Preparing for the written/oral exam in a subject										
Preparation for written/oral assessment in a subject										
Total										60
Total (contact hours + student's own work)										90
										3 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor										0.5 ECTS
2. including the number of ECTS credits for hours completed as independent work and										2.5 ECTS
Basic literature: (up to 3 items)										
1. Literature on the topics of the work.										
Supplementary literature:										
1. R. Murray, How to Write a Thesis, McGraw-Hill Education Ltd, New York 2017.										
2. C.G. Thomas, Research Methodology and Scientific Writing, Springer Nature Switzerland AG, [no place] 2021.										
Approval: Vice Rector for Academic Affairs										

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Market Analysis and Marketing Research			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits awarded	3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses X • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
0	0	21	12	ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
The aim of the course is to provide students with knowledge and practical skills in the field of marketing research, as well as to teach them how to use empirical data to describe the phenomena occurring in the market environment of organizations, which in turn should serve to optimize market decisions.				
Teaching methods: practical exercises using audiovisual techniques, problem-based discussions, case studies, and a term paper—an independent project. Teaching tools used: KNIME software.				
Prerequisites: active participation in classes, completing the subsequent stages of recommended tasks to be solved independently.				
No	Course content			
I	LECTURES: none			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. The essence of marketing research and the creation of a marketing information system (MIS). 2. Designing marketing research. 3. Measurement of secondary sources and measurement of primary sources. 4. Pre-existing empirical data. 5. Areas of market analysis and analysis of empirical data using the adopted measurement 			

	<p>scales.</p> <p>6. Inference and reporting based on the collected and developed empirical data.</p>
V	<p>BUNA:</p> <ol style="list-style-type: none"> 1. Advantages and disadvantages of data from secondary and primary sources. 2. Stages, scope, and significance of the research project. 3. Selected areas of analysis of market phenomena – (time, space, interdependence, etc.).
Learning outcomes	
Directional effects – symbol and specification	Objective effects – specification
in the field of KNOWLEDGE:	
<p>E1_W01 Has a comprehensive understanding of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the application of this practical knowledge in business activities.</p>	<p>Has knowledge of elements related to the marketing orientation of market entities and the need to study characteristic areas of market activity.</p> <p>Discusses relationships related to the development of business activity as determined by the actions of competitors, customers, and other market participants.</p> <p>Describes methods for measuring secondary and primary sources, identifying their advantages and disadvantages in the context of the results obtained from empirical data analysis.</p> <p>Presents ethical requirements related to the implementation of measurement and analysis, particularly regarding data protection and the handling of sensitive issues in research.</p> <p>Characterizes the possibilities and consequences of building and using a Marketing Information System (MIS) for the development of market entities.</p>
<p>E1_W03 Identifies the interrelationships between phenomena, entities, structures, and economic institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. He knows how to apply this knowledge in practice.</p>	
<p>E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.</p>	
<p>E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of economics. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.</p>	
<p>E1_W08 Has knowledge of the processes of development and transformation of entities, institutions, and economic structures; recognizes the essence and determinants of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness</p>	
in terms of SKILLS:	
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.</p>	<p>Is able to observe and interpret phenomena related to the market behavior of entities. Can perform market analysis.</p> <p>Uses knowledge about the behavior of market entities, effectively and efficiently collects market data, analyzes it, and describes it in relation to specific market situations.</p> <p>Participates in discussion groups, developing directions and guidelines related to the preparation of marketing research projects, the implementation of pilot studies, and the improvement of comprehensive basic research.</p>
<p>E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.</p>	
<p>E1_U07 Can collaborate with others as part of a team or as a leader; takes the lead in analyzing and evaluating alternative solutions to economic problems and selects methods and tools that enable their rational resolution and optimization.</p>	

<p>in the field of <u>SOCIAL COMPETENCIES</u>:</p> <p>E1_K01 Is able to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of their work and the entire team.</p> <p>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 when facing difficulties in solving them on their own.</p>	<p>Understands the need to expand their knowledge of the fundamentals of market research. Demonstrates an awareness of the importance of the market economy for the socio-economic development of the region and the country.</p> <p>Designs marketing research in collaboration with the team, respecting socio-cultural, ethical, and legal norms. Appropriately sets priorities for market analysis. Identifies the role of social needs in shaping the company's product range.</p> <p>Demonstrates empathy and assertiveness regarding the issues considered in the implemented market research. Recognizes the deliberate shaping of consumer behavior by economic entities.</p>
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Ways to verify the outcome of this learning (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08			X			X		X	X		
E1_U01, E1_U02, E1_U07			X		X	X		X	X		
E1_K01, E1_K02, E1_K03,								X	X		

Requirements for passing the course: Completion of an independent project; credit is awarded upon successful completion of the course.

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

Contact hours with an instructor

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in exercises	21
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, consultations, seminars)	
BUNA	12
Total	33

Student's own work organized by time (examples of student work forms)

Student work form	Number of hours
Preparing for classes	12
Writing a paper/project/essay	
Gathering materials and preparing presentations	5
Self-study	15

Preparing for colloquia/tests	10
Preparing for the written/oral exam in a subject	
Preparation for the written/oral credit in a subject	
Total	42
Total (contact hours + student's own work)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	1.5 ECTS
2. including the number of ECTS credits for hours completed as independent work	1.5 ECTS
Basic literature: (up to 3 items) 1. Ch. Hackley, Qualitative Research in Marketing and Management, Taylor & Francis Ltd, Abingdon-on-Thames 2024. 2. R.P. Leone, D.A. Aaker, G.S. Day, Marketing Research, John Wiley & Sons Inc, Hoboken 2020.	
Supplementary literature: (up to 5 items) 1. V. Kumar, Marketing Research: New Methodology, Vibrant Publishers, Broomfield 2024.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powisle Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Economics and Organization of Enterprises			
Field of study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/>	supplementary <input type="checkbox"/>	elective <input type="checkbox"/>	
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 X 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits	4			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core courses <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses X • Finance and Accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
12	0	18	12	E/ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
The aim of the course: <i>to introduce students to the issues of how enterprises operate, and above all to familiarize them with the theoretical and practical foundations of their operation, general principles and specifics of functioning, financing of activities, and new methods of managing enterprises that are helpful in making appropriate management decisions, with a particular focus on economic issues.</i>				
Teaching methods: <i>lectures with multimedia presentations, case studies, and group activities, cooperation. Exercises using interactive methods.</i> Teaching tools used: <i>use of website resources: https://simceo.org/, https://www.econopy.com/en/simulator.php.</i>				
Prerequisites: <i>knowledge of the organization and management of a business entity. Ability to conduct basic analyses of the enterprise's operations. Competencies: teamwork, economic decision-making.</i>				
No	Course content			
I	LECTURE: 1. Basic concepts in the field of economics. 2. Enterprise value management: risk-adjusted value measures, capital allocation. 3. Fixed assets. Working capital. 4. Wages and salaries. 5. Material and inventory management. 6. Investment economics. Renovation economics. 7. Production management. 8. Spatial organization of the production process.			

	9. Scheduling of repetitive and one-off production. 10. Reliability of production processes.
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISE: 1. Review and interrelationships of basic concepts in the field of economics. 2. Enterprise value management. Measurement of enterprise value and shareholder value. 3. Techniques for financial recovery and restructuring. 4. Production capacity. 5. Financing the enterprise's activities.
V	BUNA: 1. Types of working hours. 2. Labor standards. 3. Wages and salaries.

Learning outcomes

Directional effects – symbol and specification	Objective effects – specification						
<p>in the field of <u>KNOWLEDGE</u>:</p> <table border="1" style="width: 100%;"> <tr> <td>E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.</td> </tr> <tr> <td>E1_W03 Identifies interrelationships between phenomena, entities, structures, and economic institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. He knows how to apply this knowledge in practice.</td> </tr> <tr> <td>E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.</td> </tr> <tr> <td>E1_W05 Knows and understands at an advanced level the nature of humans as agents who create economic structures; understands the patterns of human behavior in the context of satisfying needs; possesses a basic understanding of the principles and motivations behind human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice.</td> </tr> <tr> <td>E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.</td> </tr> <tr> <td>E1_W09 Knows and understands the principles of the functioning of the market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to put this knowledge into practice.</td> </tr> </table>	E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.	E1_W03 Identifies interrelationships between phenomena, entities, structures, and economic institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. He knows how to apply this knowledge in practice.	E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.	E1_W05 Knows and understands at an advanced level the nature of humans as agents who create economic structures; understands the patterns of human behavior in the context of satisfying needs; possesses a basic understanding of the principles and motivations behind human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice.	E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.	E1_W09 Knows and understands the principles of the functioning of the market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to put this knowledge into practice.	<p>Discusses issues in the field of economics. Understands the concepts of economics and business organization, as well as the factors of production, and proposes ways to use them efficiently.</p> <p>Describes the relationships related to value creation in a business entity. Analyzes the factors of production and proposes ways to use them rationally. Identifies factors that influence the efficiency of enterprises.</p> <p>Discusses issues related to the employment and compensation of employees within an organization. Understands salary planning and budgeting in the enterprise. Cites key information and independently identifies the tools needed to solve a given problem, justifying the choice.</p> <p>Presents methods for measuring the value of an organization, determining the effectiveness and efficiency, and the determinants of its asset management.</p> <p>Presents the norms and principles of property management. Knows the rules, procedures, and processes characteristic of business activity.</p> <p>Has knowledge of restructuring processes. Knows the techniques of financial recovery and restructuring in the company.</p> <p>Knows and understands the metrics of transportation operations. Is able to calculate the income elasticity of demand for transportation services and perform a load analysis of the transportation route.</p>
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics, and development.							
E1_W03 Identifies interrelationships between phenomena, entities, structures, and economic institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. He knows how to apply this knowledge in practice.							
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.							
E1_W05 Knows and understands at an advanced level the nature of humans as agents who create economic structures; understands the patterns of human behavior in the context of satisfying needs; possesses a basic understanding of the principles and motivations behind human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice.							
E1_W07 Possesses the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.							
E1_W09 Knows and understands the principles of the functioning of the market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to put this knowledge into practice.							

<p>in terms of SKILLS:</p> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.</p> <p>E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.</p> <p>E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes, and to analyze and evaluate the processes and economic and social phenomena taking place.</p> <p>E1_U07 Can collaborate with others as part of a team or as a leader; takes the initiative in analyzing and evaluating alternative solutions to economic problems and selects methods and tools that enable their rational resolution and optimization.</p> <p>E1_U08 Has the ability to plan and organize the process of writing papers on specific topics using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the selected specialty in the field of economics).</p> <p>E1_U09 Is prepared to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized</p> <p>in the area of SOCIAL COMPETENCIES:</p> <p>E1_K01 Is ready to critically assess the level of his or her knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when unable to solve a problem independently.</p>	<p>Correctly observes and interprets phenomena characteristic of the subject's activity. Is able to use theoretical knowledge to describe and analyze cause-and-effect relationships in the activity and effectiveness of enterprises.</p> <p>Collects reliable data characterizing specific areas of management within the organization. Can analyze factors and optimize the course of economic processes in enterprises and their environment.</p> <p>Forecasts processes and phenomena and predicts the consequences and risks of activities. Can document ongoing phenomena and economic processes in organizations. Is able to assess management processes and the financial and economic results associated with them.</p> <p>Formulates conclusions regarding specific areas of the company's operations. Applies business management methods to help make the right management decisions.</p> <p>Uses knowledge to independently diagnose specific cases within the organization.</p> <p>Participates in teamwork to assess specific aspects of the organization's operations. Solves decision-making problems related to the company's day-to-day operations.</p> <p>Understands the need to expand knowledge in the field of SME economics in the context of environmental changes. Is eager to expand his knowledge in the field of transport economics.</p>
<p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, and perform responsible roles within the team, being aware of the decisions they make, and also takes responsibility for the results of their work and that of the entire team.</p> <p>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 when facing difficulties in solving them independently.</p>	<p>Is open to innovative concepts characteristic of enterprises. Can work in a group to develop case studies and define priorities for the economic efficiency of enterprises. Resolves decision-making problems in the field of current production enterprises. Works in a team and understands the importance of cooperation.</p> <p>Demonstrates ethical values in social and business interactions and treats issues concerning the organization and its members with respect.</p> <p>Independently supplements and enhances knowledge in the field of economics and business organization. Demonstrates creativity</p>

E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.		in developing skills related to the operation of enterprises.
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Ways to verify the outcome of this learning (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group	Class Participation	Participation in the	Individual	Group project
E1_W02... W05 E1_W07, E1_W09, E1_W15	X		X		X			X			
E1_U01... U03, E1_U07... U09	X		X		X			X	X		
E1_K01, E1_K02, E1_K03, E1_K06					X			X	X		

Form and conditions for passing the course: lecture using a multimedia presentation, assessment based on practical tasks discussed during classes, written exam—questions of a closed and open-ended interpretive nature.

The student's workload required to achieve learning outcomes during class hours and ECTS credits

Class time with an instructor

Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in exercises	18
Participation in lab sessions	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
BUNA	12
Total	42

Student's independent work divided by time (examples of student work forms)

Form of student work	Number of hours
Preparing for classes	15
Writing a paper/project/essay	
Gathering materials and preparing presentations	
Self-study	15
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for the written/oral exam in a subject	28
Total of	58
Total (contact hours + student's own work)	100
	4 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	2 ECTS
2. including the number of ECTS credits for hours completed as independent work	2 ECTS

Basic literature: (up to 3 items)

1. Longenecker, Petty, Palich, Hoy, *Small Business Management: Launching & Growing Entrepreneurial Ventures*, Cengage Learning EMEA, Boston, 2022.
2. E.C. Ekomanna, Entrepreneurship and Small Business Management, Independently Published, 2021.

Supplementary literature: *(up to 5 items)*

1. Stokers, Small Business Management and Entrepreneurship, Cengage Learning EMEA, Boston 2021.

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	Finance Management			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X	optional <input type="checkbox"/>	elective <input type="checkbox"/>	
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits	3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses X • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Exercise	BUNA*	Credit*
0	0	21	12	ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic instructor				
Course Objective: <i>The primary objective of this course is to impart knowledge and skills in the field of effective corporate financial management. The course also aims to demonstrate to students the connections between various functional and strategic decisions within the enterprise and the possibilities for their flexible adjustment.</i>				
Teaching methods: <i>engaging activities, group work, practical exercises, projects.</i> Teaching tools used: <i>software HubroSimulations, use of website resources: https://www.surepayroll.com/resources/calculators/salary-paycheck, https://www.calculatorsoup.com/calculators/financial/.</i>				
Prerequisites: <i>knowledge of the structure of financial statements and the ability to interpret the economic information contained therein. Knowledge of the principles of the enterprise's accounting system is also required. Students should be able to define the enterprise's key objectives and relate them to the enterprise's financial results.</i>				
No	Course Content			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISE: <ol style="list-style-type: none"> 1. The concept, essence, and objectives of financial management in an enterprise. 2. The time value of money (future and present) – review. 			

	<p>3. Financial efficiency in the enterprise – management of property resources, investment activities.</p> <p>4. Financial structure in the enterprise – sources of financing, shaping the capital structure, and the cost of equity and debt. Financial analysis.</p> <p>5. Determination of the enterprise’s financial results – operating leverage, financial risk and leverage, combined leverage, and its impact on financial results.</p> <p>6. Assessment of the enterprise’s financial condition.</p>
V	BUNA: not applicable
Learning outcomes	
Directional effects – symbol and specification	Objective effects – specification
in the field of <u>KNOWLEDGE</u>:	
E1_W01 Possesses comprehensive knowledge of the place of economics within the system of sciences, its nature, methodology, and relationships with other scientific disciplines; knows and understands the basic terminology of economic sciences, along with the practical application of this knowledge in business activities.	<p>Has knowledge in the field of corporate financial planning. Knows theories regarding the financial management of an enterprise and their application, which supports the achievement of the enterprise’s key objectives. Knows theories regarding financial management and their application, which supports the achievement of the company’s key operational objectives.</p> <p>Discusses the basic records of economic transactions in financial accounting. Describes the financial decisions made by the company and the short- and long-term effects of these decisions.</p> <p>Describes the basic methods, techniques, tools, and materials used in financial planning. Lists and defines the basic concepts related to financial planning. Knows the principles and methods of financial analysis.</p> <p>Discusses the behavior of the enterprise in the financial market during financial planning procedures.</p> <p>Analyzes the implementation of financial planning in the capital market based on financial indicators and the analysis of the company’s financial liquidity. Describes economic phenomena and processes occurring within an enterprise.</p>
E1_W03 Identifies interrelationships between phenomena, entities, structures, and economic institutions on a microeconomic and sectoral scale, both in real and monetary terms, including within the field of a selected specialization in economics. Knows how to apply this knowledge in practice.	
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools for the collection, analysis, and presentation of economic and social data, as well as their practical application in professional activities.	
E1_W07. Possesses the knowledge necessary to run a business; explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, and ethical) that govern economic structures and institutions. Knows and understands selected facts, objects, and phenomena, as well as the complex relationships between them.	
E1_W08 Has knowledge of the processes of development and transformation of entities, institutions, and economic structures; recognizes the essence and determinants of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political, and cultural changes.	<p>Designs and proposes alternative solutions for the management of basic economic processes taking place in the enterprise. Is able to conduct a financial analysis of the company and interpret its results in relation to individual areas of the company’s operations.</p> <p>Applies acquired knowledge to manage the company, critiques ineffective solutions, establishes criteria for optimal solutions, and discusses these solutions. Applies acquired knowledge regarding the financial management of the enterprise.</p>
E1_U02 Is able to apply theoretical knowledge and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economic disciplines.	
E1_U07 Can collaborate with others as part of a team or as a leader; takes the initiative in analyzing and evaluating alternative solutions to economic problems and selects methods and tools that	

enables their rational resolution and optimization.	Anticipates crisis situations within the enterprise, analyzes and evaluates the functioning of economic processes from the perspective of financial accounting.
<p>In the field of SOCIAL COMPETENCIES:</p> <p>E1_K01 Is able to critically assess the level of his or her knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts when unable to solve a problem independently.</p> <p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms; performs responsible roles within the team, is mindful of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p> <p>E1_K03 Is prepared to 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 when facing difficulties in solving them independently.</p> <p>E1_K06 Is able to think entrepreneurially and communicate effectively with the environment; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>Demonstrates creativity in recording economic transactions and understands the relevant rules. Knows how to apply any amendments to the law regarding the Accounting Act. Applies acquired knowledge about the company's operations to contribute to increasing its efficiency.</p> <p>Willingly works in a team, maintaining an assertive attitude. Uses the acquired knowledge about the company's operations to contribute to increasing its efficiency.</p> <p>Is sensitive to all kinds of shortcomings and irregularities in the interpretation of the provisions of the Accounting Act. Attempts to eliminate various types of irregularities and shortcomings as soon as possible. Takes responsibility for the decisions made and knows how to defend them.</p> <p>Strives to work independently and effectively while learning about the functioning of laws, norms, and principles of financial accounting at the basic level. Continues to improve his or her competencies in matters related to corporate finance.</p>

Ways to assess the learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Assessment (symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual	Group presentation	Class participation	Participation in the	Individual	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08			X		X				X		X
E1_U01, E1_U02, E1_U07,			X		X						X
E1_K01, E1_K02, E1_K03, E1_K06			X		X				X		

Form and conditions for passing the course: completion of the group project, passing based on practical tasks and exercises

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

Contact hours with an instructor

Types of classes

Number of hours

Participation in lectures

Participation in seminars	
Participation in exercises	21
Participation in laboratory classes	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
BUNA	12
Total	33
Student's independent work divided by time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	6
Writing a paper/project/essay	
Gathering materials and preparing presentations	9
Self-study	15
Preparing for colloquia/tests	12
Preparing for the written/oral exam in a subject	
Preparation for the written/oral exam in a subject	
Total of	42
Total (contact hours + student's own work)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with the direct participation of an academic instructor	1.5 ECTS
2. including the number of ECTS credits for hours spent on independent work	1.5 ECTS
Required reading:	
1. E. Brigham, Financial Management: Theory and Practice, Cengage Learning EMEA, Hampshire 2023.	
2. P. Attrill, *Financial Management for Decision Makers*, PEARSON Education Limited, London 2019.	
Supplementary reading:	
1. G. Shields, Financial Management: The Ultimate Guide to Planning, Organizing, Directing, and Controlling the Financial Activities of an Enterprise, Createspace Independent Publishing Platform, Scotts Valley 2018.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences					
Course Title:		Career Path			
Field of Study:		ECONOMICS			
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:		Practical			
Type of program*:		full-time / part-time			
Type of classes*:		required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits		3			
Language of instruction:		English			
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X 			
Instructor(s):		According to the curriculum			
Lectures	Seminars	Practical Laboratory	Practical	BUNA**	Form of completion*
12 (ZO)	0	0	12 (ZO)	12 (Z)	ZO/ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment consisting of a documented term paper evaluated by the instructor					
Course objective: <i>to acquire knowledge regarding issues related to career planning; to discuss commonly applied principles of career management and career path planning for employees; to pay particular attention to the requirements for the practical documentation of employment history, qualifications, and skills as the foundation for career development.</i>					
Teaching methods: <i>informative lecture, , case study, demonstration, expert panel method. Project, term paper – essay/presentation/paper.</i>					
Prerequisites: <i>active participation in seminars, completion of recommended independent assignments.</i>					
No.	Course Topics				
I	LECTURES: <ol style="list-style-type: none"> 1. Professional career and its stages of development in the context of the human life cycle (challenges of specific stages of the professional career). 2. Professional careers and their stages in the context of the human life cycle (individual career planning and the problem of job mismatch). 				

	<ol style="list-style-type: none"> 3. Career management—traditional and contemporary approaches (myths about career development). 4. Planning a career path (traditional and flexible). Career development strategies.
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: <ol style="list-style-type: none"> 1. Career planning. Social skills. Self-assessment. 2. Guidelines for preparing application documents: resume (CV) and cover letter. 3. Recruitment process: preparing for an interview, types and procedures, frequently asked questions, types of assessment tests, Assessment Center activities. 4. The Labor Market in Poland and Europe – Trends and Drivers of Change. 5. Career development programs in business practice.
V	BUNA: Semester project – essay/paper/presentation – an in-depth exploration of a selected aspect of the topics covered in lectures and seminars.
Learning Outcomes	
Program-specific learning outcomes – symbol and description	Course-specific learning outcomes – description
in terms of KNOWLEDGE:	
E1_W01 Possesses comprehensive knowledge of the place of economics within the system of sciences, its nature, methodology, and connections to other scientific disciplines; knows and understands basic economic terminology, including the application of this practical knowledge in business activities.	Has knowledge of the importance of employee career planning and is familiar with the stages of career development. Possesses knowledge of theories of managing people in an organization. Has knowledge of the norms and principles governing the operations of economic entities in the context of careers. Is able to apply acquired knowledge by implementing individual professional development programs for employees. Is familiar with various approaches to career management and basic career development strategies. Possesses practical knowledge of the personality, economic, and situational factors involved in implementing an effective career path program for employees. Possesses practical knowledge of the processes and tools related to the effective selection of employees and the definition of their career paths for the mutual benefit of both the organization and the employee. Has knowledge of human nature and uses it to design career paths. Understands human behavior and uses this understanding to design career paths. Is familiar with selected contemporary concepts of employee competency management. Describes strategies for professional development and career as well as methods
E1_W02 Knows and understands economic conditions, forms, and standards, as well as market-related phenomena and processes. Has knowledge of economic structures and institutions, as well as their components, characteristics, and development.	
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.	
E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.	
E1_W05 Has advanced knowledge and understanding of humans as agents shaping economic structures; knows the rules of human behavior regarding the satisfaction of needs; possesses basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice.	
E1_GZL_W1 Has an advanced understanding of the importance of human resources in an organization; identifies and analyzes processes related to recruitment, evaluation,	

<p>employee motivation and development, has a basic understanding of labor law and human capital management tools, and is able to apply them in practice.</p>	
<p>E1_GZL_W2 Knows models of competency management and employee professional development in the context of organizational strategy and the changing labor market.</p>	<p>impact on career development.</p>
<p><u>In terms of SKILLS:</u></p>	
<p>E1_U06 Is able to independently plan and carry out their own learning while being aware of the dynamic development of science, utilizing acquired economic knowledge and practical conclusions and specialized experience in independently carrying out tasks, as well as in conducting business activities and resolving professional dilemmas.</p>	<p>Possesses the ability to analyze and assess an employee's situation within the organization, including their strengths and weaknesses related to their work and opportunities for further career development.</p>
<p>E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialized terminology</p>	<p>Is able to actively participate in the process of creating a professional development path, skillfully communicates principles related to professional development, and resolves conflicts regarding career advancement.</p>
<p>E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solution options in business practice, in connection with the studied specialization.</p>	<p>They regularly assess their own skills in building a career path. They can practically present specific solutions for improving the promotion process within the organization and actively participate in discussions and working groups related to improving the professional development process.</p>
<p>E1_GZL_U1 Can independently develop and implement procedures for recruiting, selecting, evaluating, and motivating employees based on the organization's strategic goals.</p>	
<p>E1_GZL_U2 Is able to analyze the employment structure and identify employees' training needs, as well as design development activities.</p>	
<p><u>In the area of SOCIAL COMPETENCIES:</u></p>	
<p>E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.</p>	<p>in the field of people management, which influences their desire for continuous and systematic learning in the area of employees' professional career development.</p>
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms; is able to fulfill responsible roles within a team while being mindful of the decisions made, and takes responsibility for the results of their own work and that of the entire team.</p>	<p>Actively collaborates within a team to build career paths—their own and others'. Sets priorities in selecting activities that make up the process of building a career path.</p>
<p>E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>Is able to independently acquire knowledge in the area of professional development and actively participates in improving their own skills in the area of effectiveness and efficiency in defining a career and professional development through exchanging experiences and collaborating with others.</p>

							Respects ethical principles and shows respect for fellow students and colleagues, identifying opportunities and conditions for promotion and professional career development				
Methods for assessing learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)											
Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W01...W05, E1_W14	X			X	X			X	X	X	
E1_U06, E1_U09...U10	X			X	X			X	X	X	
E1_K01...K03, E1_K06	X			X				X	X	X	
Form and conditions for course completion: Lecture – assessment via a multiple-choice test; completion of seminars based on the completion of a project on a specified topic. BUNA – preparation of a term paper in the form specified by the lecturer – essay, report, presentation											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the instructor and BUNA											
Types of classes										Number of hours	
Attendance at lectures										12	
Participation in seminars											
Participation in practical exercises										12	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per seminar group, per semester)											
BUNA – a form of assessment in the form of a documented term paper graded by the instructor										12	
Total										36	
Student's independent work divided by time (examples of student work)											
Type of student work										Number of hours	
Preparation for classes										16	
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading										10	
Preparing for quizzes/tests											
Preparing for a written/oral exam in the subject										13	
Preparing for the written/oral exam in the course											
Total										39	
Total (contact hours and BUNA + student's independent work)										75	
										3 ECTS	
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA										1.5 ECTS	
2. including the number of ECTS credits for hours completed as independent study										1.5 ECTS	
Practical classes											
Types of classes						Number of hours					
Participation in seminars						9					
Preparation for the practical exam (project preparation)						21					
Total						30					
Number of ECTS credits for practical courses						1 ECTS					
Required reading:											
1. J. Zeter, T. John, Law: Career Paths, Express Publishing, 2018.											

2. DK, Careers Handbook: The Ultimate Guide to Planning Your Future, Dorling Kindersley Ltd, 2022.

Supplementary reading:

1. The School of Life, Career Workbook, The School of Life Press, 2023.

**Approval: Vice Rector
for Academic Affairs**

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences					
Course Title:	IT Systems in Human Resource Management				
Field of Study:	ECONOMICS				
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)				
Program profile:	Practical				
Type of program*:	Full-time / Part-time				
Type of course*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>				
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X			Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 X	
Number of ECTS credits	2				
Language of instruction:	English				
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl				
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X 				
Instructor(s):	According to the curriculum				
Lectures	Seminars	Practical Laboratory	Practical	BUNA**	Format credits*
0	0	0	21 (ZO)	12 (Z)	ZO/Z
*E – exam; Z – pass; ZO – pass with grade; **BUNA – form of assessment in the form of a documented term paper evaluated by the instructor					
Course objective: <i>to familiarize students with a dedicated software program (GRATYFIKANT GT insERT) used for HR and payroll management in companies, as well as in external entities performing outsourced HR and payroll activities on behalf of such entities.</i>					
Teaching methods: <i>practical classes preceded by a demonstration, simulated completion of assigned tasks. BUNA – project completion.</i>					
Teaching tools used: <i>Horilla software.</i>					
Prerequisites: <i>basic knowledge of business management.</i>					
No.	Course topics				
I	LECTURES: not applicable				
II	SEMINARS: not applicable				
III	LABORATORY SESSIONS: not applicable				
IV	PRACTICAL SESSIONS: <ol style="list-style-type: none"> 1. Maintaining personnel records. 2. Drafting customized contracts. 3. Time tracking, absence tracking, deductions, payroll, and payroll processing. 4. Administration of the Company Social Benefits Fund. 				

	<p>5. Issuing tax returns (including: PIT-4, PIT-4R, PIT-8AR, PIT-11/8B, PIT-36, PIT-36L, PIT-37, PIT-40).</p> <p>6. Issuing Social Insurance Institution (ZUS) declarations (including: RCA, RZA, RSA, DRA).</p> <p>7. Functions and rules for using the selected financial and accounting system – Sage Symfonia HR and Payroll, Płatnik.</p>
V	<p>BUNA: Development of a project as a term paper – task – demonstrating the benefits of using dedicated software using a specific example.</p>
Learning Outcomes	
Program-specific learning outcomes – symbol and description	Course-specific outcomes – details
in terms of <u>KNOWLEDGE</u>:	
<p>E1_W05 Has advanced knowledge and understanding of humans as agents shaping economic structures; knows the rules of human behavior regarding the satisfaction of needs; has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice.</p>	<p>Is familiar with the typical methods and tools used to analyze organizational data related to HR and payroll management, enabling the use of software associated with specific processes in this area.</p> <p>Is familiar with advanced statistical methods used in human resources management.</p> <p>Explains the significance of standards and of legal rules in HR IT systems.</p>
<p>E1_W06 Has an advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects, and phenomena concerning various areas of economic functioning and complex interdependencies, as well as in forecasting future scenarios of economic and social activity.</p>	
<p>E1_W07 Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>	
in terms of <u>SKILLS</u>:	
<p>E1_U06 Is able to independently plan and carry out their own learning while being aware of the dynamic development of science, utilizing acquired economic knowledge and practical insights and specialized experience in independently carrying out tasks, as well as in conducting business activities and resolving professional dilemmas.</p>	<p>Observes and interprets phenomena related to HR and payroll policy and organizational structure, and uses appropriate terminology in this area.</p> <p>Forecasts phenomena related to HR and payroll policies; is able to use dedicated software to keep detailed records of processes in this area.</p> <p>Applies knowledge and insights regarding HR and payroll processes, independently records ongoing phenomena in dedicated software.</p>
<p>E1_U09 He is ready to approach tasks in innovative ways and solve complex and unusual problems in conditions of risk and uncertainty, using normative systems and specialized terminology</p>	
<p>E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solution options in business practice, in connection with the field of study.</p>	
in the area of SOCIAL COMPETENCIES:	

E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.	<p>Understands the need for learning and the proper approach to issues related to the implementation of HR and payroll records using IT systems.</p> <p>Actively participates in team work related to the recording and management of HR and payroll processes using dedicated software.</p> <p>Identifies, diagnoses, and suggests ways to effectively and efficiently solve problems characteristic of the use of IT systems dedicated to HR and payroll processes.</p> <p>Independently expands their knowledge and skills in the use of dedicated HR and payroll software. Demonstrates business responsibility and adherence to confidentiality standards and principles regarding HR and payroll matters.</p>
E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, as well as fulfill responsible roles within the team with an awareness of the decisions they make, and takes responsibility for the results of their own work and that of the entire team.	
E1_K03 He is prepared 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 seek expert advice in this regard when he is unable to resolve such issues on his own.	
E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.	

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

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W05...W14			X		X			X	X	X	
E1_U06, E1_U09, E1_U10			X		X			X	X	X	
E1_K01...K03, E1_K06			X		X			X	X	X	

Form and conditions for course completion: Course completion based on practical tasks performed in class using the software, and an entrance exam. BUNA – development of a project serving as a term paper.

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

Office hours with the faculty member and BUNA

Types of classes	Number of hours
Attendance at lectures	
Participation in seminars	
Participation in exercises	21
Participation in lab sessions	
Consultations (2 hours per lecture, 1 hour per seminar/lab group per semester)	
BUNA – a form of assessment in the form of a documented term paper graded by the instructor	12
Total	33

Student's independent work divided by time (examples of student work)

Form of student work	Number of hours
Preparation for classes	4
Writing a paper/project/essay	13
Gathering materials and preparing a presentation	
Independent reading	
Preparing for quizzes/tests	
Preparing for the written/oral exam in the course	
Preparing for the written/oral assessment in the subject	
Total	17
Total (contact hours and BUNA + student's independent work)	50
	2 ECTS
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA	1.5 ECTS
2. including the number of ECTS credits for hours completed as independent study	0.5 ECTS
<p>Primary reading:</p> <ol style="list-style-type: none"> 1. T. Issa, S. Z. Nau, Management Information Systems: Harnessing Technologies for Business & Society, SAGE PUBLISHING, 2024. <p>Further reading:</p> <ol style="list-style-type: none"> 1. J. Allen, M. Nyman, J. Younger, W. Brockbank, D. Ulrich, HR Transformation: Building Human Resources From the Outside In, McGraw-Hill, 2025. 	
<p>Approved by: Vice Rector for Academic Affairs</p>	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences					
Course Title:		Compensation Strategies			
Field of Study:		ECONOMICS			
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:		Practical			
Type of program*:		full-time / part-time			
Type of classes*:		required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits		2			
Language of instruction:		English			
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X 			
Instructor(s):		According to the curriculum			
Lectures	Seminars	Practical Laboratory	Practical	BUNA**	Form of assessment*
0	0	0	21 (ZO)	0	ZO/Z
*E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment consisting of a documented term paper evaluated by the instructor					
Course objective: <i>to acquire knowledge regarding the development of an effective compensation system in organizations operating under various market conditions.</i>					
Teaching methods: <i>group discussion, case study, project.</i>					
Prerequisites: <i>basic knowledge of business management.</i>					
No.	Course topics				
I	LECTURES: not applicable				
II	SEMINARS: not applicable				
III	LABORATORY SESSIONS: not applicable				
IV	PRACTICAL EXERCISES: <ol style="list-style-type: none"> 1. Compensation systems – typology, functions, macroeconomic determinants 2. Types of Compensation and Types of Employment 3. Determining base pay 4. Job evaluation. Pay scale and salary table. 5. Salary reviews 6. Compensation systems vs. incentive systems 7. Special remuneration systems 				
V	BUNA:				

Development of a project as a term paper; sample topics: microeconomic determinants of employee compensation, design of a compensation system.	
Learning outcomes	
Program-specific learning outcomes – code and description	Course-specific outcomes – description
in terms of KNOWLEDGE:	
E1_W06 Possesses advanced knowledge and understanding of the application and analysis of the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic activity and complex interrelationships, as well as in forecasting future scenarios of economic and social activity.	Explains and identifies the significance of specific legal acts, standards, and regulations applicable to the design of compensation systems; possesses knowledge of the relationships and patterns regarding forms of compensation and the functions of compensation. Possesses knowledge of the essence of entrepreneurship; is familiar with legal regulations pertaining to the application of compensation systems and forms of employment
E1_GZL_W3 Is familiar with employee evaluation systems and the principles of designing compensation and benefits systems that support effectiveness and engagement.	
In terms of SKILLS:	
E1_U07 Is able to collaborate with others in teamwork or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and tools to rationally resolve and optimize them.	Properly applies normative systems—regulations and legal standards pertaining to forms of employment and compensation. Has the ability to draw conclusions regarding forms of employment and compensation, and formulates useful conclusions regarding the factors determining incentive and compensation strategies and systems. Applies knowledge and conclusions to independently identify factors influencing the design of effective and efficient compensation systems. The student knows and understands the significance of fundamental concepts in the field of employee compensation. Is able to apply specialized solutions regarding the development and implementation of employee compensation processes.
E1_U09 Is prepared to perform tasks innovatively and to solve complex and unusual problems in conditions fraught with risk and uncertainty, utilizing normative systems and employing specialized terminology	
E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solution options in economic practice, in connection with the studied specialization.	
E1_GZL_U1 Is able to independently develop and implement procedures for the recruitment, selection, evaluation, and motivation of employees based on the organization's strategic goals.	
E1_GZL_U2 Is able to analyze the employment structure, identify employees' training needs, and select methods for developing competencies.	
In the area of SOCIAL COMPETENCIES:	
E1_K01 He is able to critically assess his own level of knowledge; he recognizes the importance of knowledge in solving cognitive and practical problems, and seeks expert advice when he has difficulty solving a problem on his own.	Understands the need for learning and an assertive and empathetic approach to issues related to employee compensation and motivation strategies. Properly sets priorities when developing employee compensation strategies. Participates in economic and social projects. Correctly
E1_K03 Is willing 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 seek expert advice in this regard when facing difficulties in solving them independently.	<p>identifies factors influencing employee motivation resulting from adopted compensation strategies. Is able to independently supplement and improve knowledge and skills related to building effective and efficient compensation systems.</p> <p>is characterized by an ethical and moral approach and business responsibility in the area of building effective and efficient compensation systems</p> <p>Thinks and acts in an entrepreneurial manner when establishing compensation strategies. Adapts to new situations and conditions, takes on challenges</p> <p>creative thinking.</p>
E1_K05 Understands ethical issues in relation to the tasks performed and business activities; is aware of the importance of professional conduct consistent with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession	
E1_K06 Is able to think entrepreneurially and communicates effectively with others; adapts to new situations and conditions, develops resilience to failure and stress	

Methods for assessing learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W06						X		X	X	X	
E1_U07, E1_U09, E1_U10						X		X	X	X	
E1_K01, E1_K03...K06						X		X	X	X	

Form and conditions for course completion: Completion of an individual project—assessment based on practical tasks. BUNA—preparation of a project along with its presentation.

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

Contact hours with the instructor and BUNA

Types of classes	Number of hours
Attendance at lectures	
Participation in seminars	
Participation in exercises	21
Participation in laboratory sessions	
Consultations (2 hours per lecture, 1 hour per seminar group, per semester)	
BUNA – a form of assessment in the form of a documented term paper graded by the instructor	
Total	21

Student's independent work divided by time (examples of student work)

Form of student work	Number of hours
Preparation for classes	13
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	16
Preparing for quizzes/tests	
Preparing for a written/oral exam in the course	
Preparing for the written/oral assessment in the course	
Total	29
Total (contact hours, BUNA, and student independent study)	50

	2 ECTS
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA	1 ECTS
2. including the number of ECTS credits for hours completed as independent study	1 ECTS
Primary reading:	
1. V. Harnish, S. Ross, Scaling Up Compensation, FORBESBOOKS, 2022.	
Supplementary reading:	
1. S. N. Zanjat, B. S. Karmore, Compensation and Benefits, LAP LAMBERT Academic Publishing, 2020.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences					
Course Title:		Training and Coaching			
Field of study:		ECONOMICS			
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:		Practical			
Type of program*:		full-time / part-time			
Type of classes*:		required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits awarded		2			
ECTS credits					
Language of instruction:		English			
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core courses <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses <input type="checkbox"/> • Finance and Accounting <input type="checkbox"/> • human resource management X 			
Instructor(s):		According to the curriculum			
Lectures	Seminars	Practical Laboratory	Practical	BUNA**	Form of assessment*
0	0	0	21 (ZO)	0	ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment in the form of a documented term paper evaluated by the instructor					
Course objective: <i>to present key aspects of human resource development through the design and implementation of a training process, to demonstrate the principles of conducting a coaching process, and also factors determining the effectiveness of measures taken in this area.</i>					
Teaching methods: <i>discussion, case studies, independent experiments, hands-on activities, problem-solving exercises, quizzes, case studies, and projects.</i>					
Prerequisites: <i>basic knowledge of business management.</i>					
N r	Course Topics				
I	LECTURES: not applicable				
II	SEMINARS: not applicable				
III	LABORATORY SESSIONS: not applicable				
IV	PRACTICAL SESSIONS: <ol style="list-style-type: none"> 1. Training and education. 2. Types of training. 3. Functions of training. 4. The trainer as a person. 5. Trainer's working styles. 6. Training methods. 7. Identifying training needs. 8. Training design. 				

	<p>9. The Competency Ladder.</p> <p>10. Adult learning – Kolb’s cycle.</p> <p>11. Creating presentations.</p> <p>12. Self-presentation.</p> <p>13. Coaching vs. mentoring.</p>
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V	<p>BUNA:</p> <p>An in-depth study of a topic selected by the instructor during the course—a project serving as a term paper.</p>
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Learning Outcomes

Program-specific learning outcomes – symbol and description	Course-specific outcomes – description
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<p>in the area of <u>KNOWLEDGE</u>:</p> <table border="1" style="width: 100%;"> <tr> <td style="padding: 5px;"> <p>E1_W01</p> <p>Has a comprehensive understanding of the place of economics within the academic system, its nature, methodology, and connections to other academic disciplines; knows and understands basic economic terminology and can apply this practical knowledge in business activities.</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>E1_W03</p> <p>Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>E1_W04</p> <p>Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>E1_W07</p> <p>Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of the economy. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>E1_W08</p> <p>Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the essence and conditions of entrepreneurial activities as well as the importance of innovation in building knowledge-based competitiveness</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>E1_W14</p> <p>Identifies and describes the role of human resources, financial capital, and physical capital in economic organizations.</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>E1_GZL_W1</p> <p>Has an advanced understanding of the importance of human resources in an organization; identifies and analyzes processes related to the recruitment, evaluation, motivation, and development of employees; knows the basics of labor law and</p> </td> </tr> </table>	<p>E1_W01</p> <p>Has a comprehensive understanding of the place of economics within the academic system, its nature, methodology, and connections to other academic disciplines; knows and understands basic economic terminology and can apply this practical knowledge in business activities.</p>	<p>E1_W03</p> <p>Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.</p>	<p>E1_W04</p> <p>Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.</p>	<p>E1_W07</p> <p>Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of the economy. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>	<p>E1_W08</p> <p>Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the essence and conditions of entrepreneurial activities as well as the importance of innovation in building knowledge-based competitiveness</p>	<p>E1_W14</p> <p>Identifies and describes the role of human resources, financial capital, and physical capital in economic organizations.</p>	<p>E1_GZL_W1</p> <p>Has an advanced understanding of the importance of human resources in an organization; identifies and analyzes processes related to the recruitment, evaluation, motivation, and development of employees; knows the basics of labor law and</p>	<p>Has knowledge of the nature of training activities and human resource development. Knows and understands terms related to the training process. Knows the role that training and coaching play in an organization. Describes types of training and knows how to apply them in practice.</p> <p>Understands interpersonal relationships in micro- and macroeconomic contexts across various sectors.</p> <p>Is familiar with the basic research approaches used in coaching.</p> <p>Knows the basic legal regulations and general principles related to the organization and implementation of training activities</p> <p>Possesses knowledge of the transformation processes of entities that influence their functioning.</p> <p>Understands the methodology of conducting training as a tool used in the development of employee competencies.</p>
<p>E1_W01</p> <p>Has a comprehensive understanding of the place of economics within the academic system, its nature, methodology, and connections to other academic disciplines; knows and understands basic economic terminology and can apply this practical knowledge in business activities.</p>								
<p>E1_W03</p> <p>Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.</p>								
<p>E1_W04</p> <p>Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.</p>								
<p>E1_W07</p> <p>Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of the economy. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>								
<p>E1_W08</p> <p>Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the essence and conditions of entrepreneurial activities as well as the importance of innovation in building knowledge-based competitiveness</p>								
<p>E1_W14</p> <p>Identifies and describes the role of human resources, financial capital, and physical capital in economic organizations.</p>								
<p>E1_GZL_W1</p> <p>Has an advanced understanding of the importance of human resources in an organization; identifies and analyzes processes related to the recruitment, evaluation, motivation, and development of employees; knows the basics of labor law and</p>								

<p>human capital management tools and is able to apply them in practice.</p>	
<p>E1_GZL_W3 Is familiar with employee evaluation systems and the principles of designing compensation and benefits systems that support effectiveness and engagement.</p>	<p>in terms of SKILLS:</p> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p> <p>E1_U02 Is able to apply theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.</p> <p>E1_U07 Is able to collaborate with others in teamwork or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimize them</p> <p>E1_GZL_U2 Is able to analyze employment structures and identify employees' training needs, as well as design development activities.</p> <p>Applies knowledge of training and employee development, and draws conclusions regarding the satisfaction of participants in training sessions.</p> <p>Is able to participate in the analysis and evaluation of training processes, and identifies alternative solutions to problems related to the effective, efficient, and optimal professional development of employees</p> <p>Possesses the ability to observe, understand, and analyze phenomena related to employee development, and to document the effectiveness and efficiency of implemented training activities and the coaching process.</p>
<p>In the area of SOCIAL COMPETENCIES:</p>	
<p>E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.</p>	<p>Is able to express views on training methods and techniques boldly and substantively, pointing out organizational and legal requirements in this area.</p> <p>Fulfills various roles within a team and willingly collaborates with others Is able to independently and as part of a team supplement and improve knowledge and skills related to the process of training and continuing education of personnel.</p> <p>Is able to set priorities regarding training.</p> <p>Is able to think and act in an entrepreneurial manner when organizing and conducting training activities, takes initiative, adapts to new situations within the training process, and is resilient in the face of setbacks throughout the training process.</p>
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms; takes on responsible roles within the team with an awareness of the decisions they make; and accepts responsibility for the results of their own work and that of the entire team.</p>	
<p>E1_K03 Is prepared 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 seek expert advice in this regard when facing difficulties in solving them independently.</p>	
<p>E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	

Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)											
Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W14			X		X			X	X	X	X
E1_U01, E1_U02, E1_U07			X		X			X	X	X	X
E1_K01...K03, E1_K06					X			X	X	X	X
Form and conditions for course completion: A written test, and completion based on practical tasks (group project) discussed during class. BUNA – a project serving as the semester assignment.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the instructor and BUNA											
Types of classes										Number of hours	
Attendance at lectures											
Participation in seminars											
Participation in exercises										21	
Participation in lab sessions											
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)											
BUNA – a form of assessment consisting of a documented term paper graded by the instructor											
Total										21	
Student's independent work divided by time (examples of student work)											
Type of student work										Number of hours	
Preparation for classes											
Writing a paper/project/essay										16	
Gathering materials and preparing a presentation											
Independent reading											
Preparing for quizzes/tests										13	
Preparing for the written/oral exam in the course											
Preparing for the written/oral assessment in the course											
Total										29	
Total (contact hours and BUNA + student's independent work)										50	
										2 ECTS	
1. including the number of ECTS credits for contact hours with direct participation by an academic instructor, including BUNA										1 ECTS	
2. including the number of ECTS credits for hours completed as independent study										1 ECTS	
Primary literature:											
1. K. Ruth, The Power of Coaching: Nurturing Leadership & Personal Development, Authors & Co., 2024.											
2. K. E. Webb, The Coach Model for Christian Leaders: Powerful Leadership Skills for Solving Problems, Reaching Goals, and Developing Others, Morgan James Faith, 2019.											
Supplementary reading:											
1. R. Noe, Employee Training & Development, McGraw-Hill Education, 2022.											
Approved by: Vice Rector for Academic Affairs											

SYLLABUS
ACADEMIC CYCLE 2025–2028
Powisłe Academy of Applied Sciences, Kwidzyn
Faculty of Economic and Social Sciences

Course Title:	DIPLoma SEMINAR			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input checked="" type="checkbox"/> III <input checked="" type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/>	
Number of ECTS credits	2+2+5			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core courses <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses <input type="checkbox"/> • Finance and Accounting <input type="checkbox"/> • human resource management X 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
0	0	15+15+15 (ZO)	12+12+30 (Z)	ZO/Z
* E – exam; Z – pass; ZO – pass with grade; **BUNA – form of assessment in the form of a documented term paper evaluated by the instructor				
Course objective: <i>to clarify students' academic interests (outline the boundaries of the research area) in relation to their future bachelor's thesis (Stage I). This will take place through presentations by students of their research findings, followed by a critical discussion of the topic.</i>				
Teaching methods: <i>assimilation of knowledge through storytelling, identifying models, and discussing problems, as well as practical exercises—including the use of available secondary factual sources and primary field measurements. Semester project.</i>				
Prerequisites: <i>knowledge of scientific writing (Proseminar).</i>				
No.	Course Topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	PRACTICAL SESSIONS 1. Research methods in the economic sciences. 2. Formulating a research problem. 3. Analysis of scientific publications.			
V	BUNA: Term paper – independent project – searching for and analyzing related (analogous) issues in the literature – domestic and international academic journals – case study.			

Learning Outcomes											
Program-specific learning outcomes – code and description						Course-specific outcomes – details					
in the area of <u>KNOWLEDGE</u>:						<p>Characterizes methods and techniques for studying bonds and relationships in B2B, B2C, C2C, B2E, and B2G contexts, as well as the patterns observed in this area, relating them to the major and the research problem. Discusses research methods and techniques related to secondary and primary sources, as well as the analysis (synthesis) and interpretation of the results obtained regarding a specific research problem. Knows the principles of using literature while complying with copyright law and protecting data from competitors.</p> <p>Has knowledge of research planning and modern data collection techniques and research tools appropriate to the chosen thesis topic.</p>					
<p>E1_W10 Knows and understands the basic principles of industrial property protection and copyright law, with particular emphasis on the specialization studied within the economics program.</p> <p>E1_W13 Knows the substantive, methodological, and formal requirements for preparing a thesis, the drafting and submission of which for evaluation are governed by the thesis procedure in the field of economics.</p>											
In terms of <u>SKILLS</u>:						<p>Can properly design a research process by formulating a scientific research problem and selecting a research method to solve it.</p>					
<p>E1_U08 Possesses the ability to plan and organize the process of writing papers on specific topics using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the chosen specialization in the field of economics).</p>											
In terms of <u>SOCIAL COMPETENCIES</u>:						<p>Is prepared to present views substantively and boldly and to justify the results obtained from independently conducted research.</p> <p>Defines a sequence of actions—a schedule—enabling the achievement of the research objective specified by the thesis topic. Is able to actively collaborate in research teams.</p>					
<p>E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.</p> <p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, as well as fulfill responsible roles within the team with an awareness of the decisions they make, and takes responsibility for the results of their own work and that of the entire team.</p>											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES</i>)											
Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W10, E1_W13						X				X	
E1_U08						X				X	

E1_K01, E1_K02						X				X	
Course Assessment Format and Requirements: Completion of a practical research project, including a discussion of the results obtained; interim assessments based on stage-by-stage tasks related to literature review; final assessment based on a comprehensive study of the topic presented in the bachelor's thesis, prepared in accordance with the established requirements for this type of thesis. BUNA – term paper, a project on a specified topic.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the academic instructor and BUNA											
Types of classes										Number of hours	
Attendance at lectures											
Participation in seminars											
Participation in exercises										15+15+15	
Participation in lab sessions											
Consultations (2 hours per lecture, 1 hour per seminar/lab group per semester)											
BUNA – a form of assessment in the form of a documented term paper graded by the instructor										12+12+30	
Total										27+27+45	
Type of student employment										Number of hours	
Preparation for classes										10+10+40	
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading										13+13+40	
Preparing for quizzes/tests											
Preparing for the written/oral exam in the course											
Preparing for the written/oral assessment in the course											
Total										23+23+80	
Total (contact hours and BUNA + student's independent work)										225	
										2+2+5 ECTS	
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA										4 ECTS	
2. including the number of ECTS credits for hours completed as independent study										5 ECTS	
Primary literature: <ol style="list-style-type: none"> Literature related to the topic of the thesis. 											
Supplementary reading: <ol style="list-style-type: none"> L. Charles, How to Write a BA Thesis, University of Chicago Press, 2018. C. G. Thomas, Research Methodology and Scientific Writing, Springer Nature Switzerland AG, 2021. 											
Approval: Vice Rector for Academic Affairs											

SYLLABUS
ACADEMIC CYCLE 2025–2028
Powiślańska Academy of Applied Sciences, Kwidzyn
Faculty of Economic and Social Sciences

Name of the course:	Professional Internship			
Field of study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/>	elective <input type="checkbox"/>	select <input type="checkbox"/>	
Year and semester of study*:	Year of study*: I <input checked="" type="checkbox"/> II <input checked="" type="checkbox"/> III <input checked="" type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/>	
Number of assigned ECTS credits	13+6+9+3+6			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Class of classes, as part of which achieves specific learning outcomes:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • Finance and Accounting <input type="checkbox"/> • human resource management <input checked="" type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	BUNA/PZ**	Assessment method*
0	0	0	160+160 /960/ (Z)	Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment consisting of a documented term paper evaluated by the instructor; PZ – professional internship				
<p>Course Objective: The primary objective of the professional internship is to support the practical application of the curriculum. The internship is mandatory for undergraduate students. The internship lasts a minimum of four to six weeks. Students should be placed only with entities/institutions that express a willingness to provide them with the conditions necessary to achieve the standard learning outcomes assigned to the professional internship, in accordance with this syllabus (which also serves as an appendix to the applicable agreement for admission to the professional internship). Detailed rules for conducting internships are set forth in the Regulations on Student Professional Internships.</p> <p>Course Description: The professional internship enables students to engage with the immediate work environment, including fostering an appropriate attitude toward colleagues and the responsibilities associated with professional practice</p>				

in local government institutions, non-governmental organizations, and other entities operating in the public sphere. The internship should teach students to actively and constructively assume various roles in the economic, local, and regional spheres. It prepares students to apply the knowledge, skills, and social competencies useful in solving economic problems that arise in professional work consistent with their field of study, as well as to gain professional experience.

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

The purpose of this part of the program is to apply the theoretical knowledge gained during the course of study and to integrate its into practical activities. Completing the internship thus enables students to familiarize themselves with the specifics of the work and the functioning of the institution in practical terms.

Teaching methods: *assimilation of knowledge through problem-based tasks arising from workplace situations and practical exercises performed at specific workstations.*

Prerequisites: *knowledge of basic, major-specific, and specialization subjects.*

No.	Course Topics
I	LECTURES: not applicable
II	SEMINARS: not applicable
III	LABORATORY SESSIONS: not applicable
IV	PRACTICAL SESSIONS: not applicable

	<p>BUNA/PZ</p> <p>Students choose their internship location independently and may take advantage of both external and university-sponsored opportunities.</p> <p>Internships for students may take place at the following institutions: - financial institutions: banks, accounting firms, tax offices, - insurance institutions: ZUS, KRUS, insurance companies, - government and local government institutions: city and municipal offices, - non-governmental organizations: foundations, associations. Enterprises organized under various legal and organizational forms and engaged in various types of activities. Healthcare facilities: healthcare institutions, sanitary and epidemiological stations, hospitals, medical clinics, non-governmental organizations, and institutions involved in healthcare (hospices, social care homes, social assistance centers, homes for the chronically ill). The main goal of the internship is, among , among other things, to verify knowledge, skills, and social competencies acquired during studies and applying them in a professional setting by enabling students to engage with a real-world work environment, including fostering an appropriate attitude toward colleagues and the responsibilities associated with the profession, as well as gaining professional experience within the field of study and specialization.</p>
V	<ul style="list-style-type: none"> -familiarizing oneself with the basic regulations governing the unit's operations and occupational safety and health rules, -familiarizing oneself with the organizational structure of the entity and the nature of its operations, -familiarizing students with the organization of work in the unit's various departments, particularly the tasks associated with specific positions with which the student has or may have contact, -familiarization with interpersonal communication processes, including supervisor-subordinate interactions, -familiarization with basic documentation, document circulation, and archiving within the organization, -familiarizing oneself with the principles of maintaining personnel records, -familiarizing oneself with the unit's procedures for interacting with clients, businesses, and government agencies, -acquiring the skills to operate office equipment, -learning how to use the ICT systems used in the organization, -familiarization with the legal aspects of the unit's operations.

Learning Outcomes	
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Program-specific learning outcomes – symbol and description	Course-specific outcomes – description
in the area of <u>SKILLS</u>:	
E1_U02	

<p>Is able to apply theoretical knowledge and efficiently and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.</p>	
<p>E1_U09 They are prepared to perform tasks innovatively and solve complex and unusual problems in conditions involving risk and uncertainty, utilizing normative systems and employing specialized terminology.</p>	<p>The student correctly applies standards, procedures, instructions, and other documents comprising the regulatory framework to solve tasks and problems in the workplace at the entity where the professional internship is conducted.</p> <p>The student is able to formulate practical conclusions for decision-makers at various decision-making levels within an organization, as well as present views, ideas, and comments based on theory and perspectives within the field of study.</p>
<p>E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solution options in business practice, in connection with the studied specialization</p>	<p>The student applies the economic knowledge acquired and the insights gained from professional internships while independently performing assigned tasks in the workplace, in accordance with their chosen specialization.</p>
<p>E1_U11 Uses a foreign language at the B2 level of the Common European Framework of Reference for Languages and is able to use it in situations related to business activities.</p>	<p>They are able to communicate with others and justify their position based on their proficiency in a foreign language at the B2 level of the Common European Framework of Reference for Languages</p>
<p>E1_GZL_U1 Is able to independently develop and implement procedures for the recruitment, selection, evaluation, and motivation of employees based on the organization's strategic goals.</p>	
<p>E1_GZL_U2 Can analyze the employment structure and identify employees' training needs, as well as design development activities.</p>	
<p>E1_GZL_U3 Is able to identify sources of conflict within a team, select appropriate tools for resolving them, and communicate effectively with various stakeholder groups within the organization.</p>	
<p>In the area of SOCIAL COMPETENCIES:</p>	
<p>E1_K01 is ready to critically assess their level of knowledge, recognizes the importance of knowledge in solving cognitive and practical problems, and seeks expert advice when facing difficulties in solving a problem independently.</p>	<p>The student is able to appropriately prioritize tasks aimed at achieving goals related to the completion of professional internships in specific job positions, taking responsibility for the results of their work.</p>
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, as well as fulfill responsible roles within the team with an awareness of the decisions they make, and takes responsibility for the results of their own work and that of the entire team.</p>	<p>The student is able to appropriately identify, diagnose, and resolve dilemmas related to task execution, as well as seek optimal and reliable solutions to problems in specific job positions.</p> <p>The student is able to independently expand their knowledge and skills related to performing practical work in specific job roles and is open to</p>
<p>E1_K05 Understands ethical issues in relation to the tasks being carried out and business activities, is aware of the importance of</p>	

that comply with the principles of professional ethics and respect for diversity of views and culture, and cares for the achievements and traditions of the profession.	new ideas and techniques for learning the profession, in accordance with the field of study.
E1_K06 Is able to think entrepreneurially and communicate effectively with others, adapts to new situations and conditions, and develops resilience to failure and stress.	The student is able to think and act in an entrepreneurial manner, and skillfully communicates with others while carrying out tasks related to their professional internship in specific job positions; assesses the risks of their actions; and develops resilience to failure in the context of their professional practice.
	The student is guided by business ethics and social responsibility, as well as respect for others and loyalty to the members of the organization where the professional internship is taking place in specific job positions.

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

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Presentation	Presentation	Class participation	Participation in discussion	Project	Project
E1_W02, E1_W03, E1_W04								X	X		
E1_U02, E1_U09, E1_U10								X	X		
E1_K01, E1_K02, E1_K05, E1_K06,								X	X		

Form and requirements for course completion:

The internship is subject to the same credit requirements as other academic courses. Academic and supervisory oversight of students participating in internships is provided by the company internship supervisor at the student's internship site and by the university internship supervisor, appointed by the Vice Rector for Academic and Student Affairs.

Student workload required to achieve learning outcomes in hours:

- 160 hours in the second semester,*
- 160 hours in the third semester,*
- 320 hours in the fourth semester,
- 160 hours in the fifth semester,
- 160 hours in the sixth semester.

Primary literature:

1. Internal documentation of the entity (e.g., bylaws, regulations, management policies, instructions, etc.).

Supplementary reading:

1. Professional internship program.

**Approval: Vice Rector
for Academic Affairs**

SYLLABUS
ACADEMIC YEAR 2025–2028
Powiślańska Academy of Applied Sciences, Kwidzyn
Faculty of Economic and Social Sciences

Course Title:	FOREIGN LANGUAGE			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/>	supplementary <input type="checkbox"/>	elective <input type="checkbox"/>	
Year and semester of study*:	Year of study*: I X II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 X 3 X 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	3+2+3			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes:	<ul style="list-style-type: none"> • General education courses <input type="checkbox"/> • core courses <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
0	0	24+24+24 (E)	10+10+10 (Z)	E/Z
* E – exam; Z – pass; ZO – pass with grade; **BUNA – assessment in the form of a documented term paper evaluated by the instructor				
Course objective: <i>to acquire knowledge and practical skills in using a foreign language in the field of business at the B2 CEFR level, to achieve an appropriate level of English proficiency, and to obtain the Pearson English International Certificate</i>				
Teaching methods: <i>knowledge assimilation – textbook work, exercises, level test, readiness test, question bank, guide, tips provided by PEARSON, semester-long project summarizing the learning stage.</i>				
Prerequisites: <i>language proficiency at the B1 level of the CEFR</i>				

No.	Course Topics
I	LECTURES: not applicable
II	SEMINARS: not applicable
III	LABORATORY SESSIONS: not applicable
IV	PRACTICAL SESSIONS: <ul style="list-style-type: none"> • Employer – employees. • Issues related to the chosen specialization. • Describing people at work. • Communication in business relationships (adverbs of manner). • Key professions in the broad field of economics. • Types of contracts, salaries, characteristics of professions, skills associated with each profession.
V	BUNA: Texts for independent reading and analysis. Exercises related to the topics covered, expanding knowledge. Preparation of a project as a term paper.
Learning Outcomes	
Course-specific learning outcomes – symbol and description	Course-specific learning outcomes – description
in terms of <u>KNOWLEDGE</u>: E1_W11 Knows the vocabulary and rules for using foreign languages at proficiency levels A1 and B2 of the Common European Framework of Reference for Languages	Uses field-specific vocabulary in accordance with the requirements specified for levels A1 and B2 of the Common European Framework of Reference for Languages.
in terms of <u>SKILLS</u>: E1_U04 Communicates effectively and accurately using terminology from the field of economics and related disciplines, both within a work team and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an engaging and persuasive manner. E1_U11 Uses a foreign language at the B2 level of the Common European Framework of Reference for Languages and is able to use it in situations related to professional activities.	Possesses the ability to communicate in a foreign language at the B2 level of the Common European Framework of Reference for Languages in the field of study. Communicates using vocabulary related to the field of economics, in accordance with the requirements specified for level B2 of the Common European Framework of Reference for Languages.
In the area of <u>SOCIAL COMPETENCIES</u>: E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when unable to solve a problem independently. E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience in the face of setbacks and stress.	Understands the need for continuous improvement of foreign language skills in a changing environment. Is open to improving language skills through various methods and is open to new foreign language learning techniques. Is able to collaborate in teams, especially international ones, using communication skills.

Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)											
Outcomes (symbol)	Exam			Essay/paper	Assignments,	Presentation	Presentation	Class participation	Participation in	Project	Project
E1_W11, E1_W14			X		X			X	X	X	X
E1_U04, E1_U11			X		X			X	X	X	X
E1_K01, E1_K06			X		X			X	X	X	X
<p>Form and requirements for course completion: BUNA – Project completion (individual/group) followed by a presentation. Assessment consists of an oral conversation and a written exam on the use of a foreign language in speaking and writing, covering general topics as well as those related to the student’s field of study.</p>											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the instructor and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in exercises									24+24+24		
Participation in lab sessions											
Office hours (2 hours per lecture, 1 hour per exercise, seminar, or seminar group)											
BUNA – a form of assessment consisting of a documented term paper graded by the instructor									10+10+10		
Total									34+34+34		
Student’s independent work divided by time (examples of student work)											
Type of student work									Number of hours		
Preparation for classes									10+0+10		
Writing a paper/project/essay											
Gathering materials and preparing a presentation									10+0+10		
Independent reading									10+0+10		
Preparing for quizzes/tests											
Preparing for the written/oral exam in the subject									0+16+0		
Preparation for the written/oral course assessment									11+0+11		
Total									41+16+41		
Total (contact hours and BUNA + student’s independent work)									75+50+75		
									3+2+3 ECTS		
1. including the number of ECTS credits for contact hours with direct participation by an academic instructor, including BUNA									4 ECTS		

2. including the number of ECTS credits for hours completed as independent study	4 ECTS
<p><u>Required reading:</u> 1. Textbook and exercises recommended by the instructor during the first class.</p> <p><u>Supplementary reading:</u> 1. Oxford Essential Polish Dictionary, Oxford University Press, 2020.</p>	
<p>Approval: Vice Rector for Academic Affairs</p>	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences					
Course Title:		EMPLOYEE RECRUITMENT AND SELECTION			
Field of Study:		ECONOMICS			
Level of study*:		Bachelor's degree Master's degree			
Program profile:		practical			
Type of program*:		full-time / part-time			
Type of classes*:		required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits		3			
Language of instruction:		English			
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resources management X 			
Instructor(s):		According to the curriculum			
Lectures	Seminars	Practical Laboratory	Practical	BUNA**	Form of assessment*
0	0	0	21 (ZO)	12 (Z)	ZO/Z
*E – exam; Z – pass; ZO – pass with grade; **BUNA – form of assessment in the form of a documented term paper evaluated by the instructor					
Course objective: <i>The student understands the elements of the employee selection process, basic recruitment and selection methods and techniques, and the legal aspects of employee recruitment. Additionally, the student identifies the appropriate type of job interview based on the job requirements and the organization's strategy. As a result, it becomes possible to determining the basic performance indicators for the employee selection and onboarding process.</i>					
Teaching methods: <i>case studies, independent experiences—personal initiatives, tasks to be completed, and educational tests. Term paper—project.</i>					
Teaching tools used: <i>Manatal software; use of website resources: https://www.skillfuel.com/</i>					
Prerequisites: <i>basic knowledge of business management.</i>					
N r	Course topics				
I	LECTURES: not applicable				
II	SEMINARS: not applicable				
III	LABORATORY SESSIONS: not applicable				
IV	PRACTICAL SESSIONS: 1. Recruitment and human resource management. Stages of recruitment. 2. Conducting a recruitment campaign: labor market analysis, drafting and posting job ads, using recruitment agencies, preliminary screening of applications. 3. Onboarding. Managing employee mobility. 4. The legal framework of recruitment.				

	<p>5. Recruitment methods and techniques.</p> <p>6. Job interviews—types, principles, and styles.</p> <p>7. Effectiveness of selection methods: analyzing information from documents, tests (psychological, knowledge-based), behavioral observation (assessment center, work samples), job interview</p>
V	<p>BUNA:</p> <p>Term paper – independent project – developing a requirements profile and job description.</p>
Learning Outcomes	
Program-specific learning outcomes – code and description	Course-specific outcomes – details
in terms of <u>KNOWLEDGE</u>:	
<p>E1_W01</p> <p>Has a comprehensive understanding of the place of economics within the academic system, its nature, methodology, and connections to other academic disciplines; knows and understands basic economic terminology and can apply this practical knowledge in business activities.</p>	<p>The student knows and understands human resource management. The student is familiar with the existing relationships in the labor market between employers and institutions involved in the recruitment and selection process.</p> <p>Has knowledge of human behavior in the context of the application process, followed by recruitment and selection. Knows and understands concepts and classifies and explains cross-cutting issues in the task areas of people management.</p> <p>The student defines the significance of the employee recruitment and selection process in human resource management. They have knowledge of the methods and tools used in the recruitment and selection process. They apply techniques from the task areas of human resource management within an organization.</p> <p>They are familiar with the legal standards applicable to the employee recruitment process. They understand the analysis of employees’ skills, strengths, and weaknesses, and know how to apply this knowledge in practice.</p> <p>Discusses issues related to transformation, as well as external and internal organizational factors, in the context of improving the employee recruitment and selection process. Has knowledge of activities related to employee recruitment and selection, understands the principles and flow of the process, as well as the outcomes of each stage.</p> <p>The student is able to explain in detail the importance of the employee recruitment and selection process in human resource management and can characterize the impact of an improperly conducted employee recruitment and selection process on the organization and the candidate.</p>
<p>E1_W03</p> <p>Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.</p>	
<p>E1_W04</p> <p>Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.</p>	
<p>E1_W07</p> <p>Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>	
<p>E1_W08</p> <p>Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the essence and determinants of entrepreneurial activities as well as the importance of innovation in building knowledge-based competitiveness</p>	
<p>E1_GZL_W1</p> <p>Has an advanced understanding of the importance of human resources in an organization; identifies and analyzes processes related to the recruitment, evaluation, motivation, and development of employees; knows the basics of labor law and human capital management tools and is able to apply them in practice.</p>	
<p>E1_GZL_W2</p> <p>Knows models of competency management and employee professional development in the context of organizational strategy and the changing labor market.</p>	

<u>In terms of SKILLS:</u>		
E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.		<p>Is able to observe and interpret phenomena related to the need for employee recruitment and selection. The student can apply all learned solutions regarding recruitment and selection, assess their limitations, and combine them.</p> <p>Possesses the skills to formulate recruitment needs and draw conclusions from the successive stages of the employee recruitment and selection process. They can conduct the recruitment and selection process based on the methods and techniques for acquiring employees they have learned, combine them, and analyze the actions taken.</p> <p>Can actively participate in recruitment and selection processes and is familiar with the appropriate methods used in the recruitment and selection of human resources.</p>
E1_U02 Is able to apply theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.		
E1_U07 Is able to collaborate with others in teamwork or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimize them.		
E1_GZL_U1 Is able to independently develop and implement procedures for the recruitment, selection, evaluation, and motivation of employees based on the organization's strategic goals.		
<u>In the area of SOCIAL COMPETENCIES:</u>		
E1_K01 He is able to critically assess his own level of knowledge; he recognizes the importance of knowledge in solving cognitive and practical problems, and seeks expert advice when he has difficulty solving a problem on his own.		<p>Understands the need for an assertive and empathetic approach to personnel changes and the recruitment and selection process. Is responsible for their own development and shaping it.</p> <p>Actively collaborates in task forces while respecting the social, cultural, ethical, and legal norms associated with the recruitment and selection process.</p> <p>Correctly identifies and diagnoses dilemmas related to employee recruitment and selection, and seeks effective solutions in this area. Is characterized by clearly defined values when making decisions in the areas of employee recruitment and selection.</p> <p>Is able to independently expand their knowledge and improve their skills related to the essence of the employee selection process. Participates constructively in discussions and debates, formulates their own observations, and remains open to alternative arguments.</p>
E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, as well as fulfill responsible roles within the team with an awareness of the decisions they make, and takes responsibility for the results of their own work and that of the entire team.		
E1_K03 Is willing 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 seek expert advice in this regard when facing difficulties in solving them independently.		
E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.		
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)		

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08, E1_W14			X					X	X	X	X
E1_U01, E1_U02, E1_U07			X					X	X	X	X
E1_K01, E1_K02, E1_K03, E1_K06								X	X	X	X
Course assessment format and requirements: Written exam. Group project – case study. BUNA – individual project.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the instructor and BUNA											
Types of classes										Number of hours	
Attendance at lectures											
Participation in seminars											
Participation in exercises										21	
Participation in lab sessions											
Consultations (2 hours per lecture, 1 hour per seminar/lab group per semester)											
BUNA – a form of assessment in the form of a documented term paper graded by the instructor										12	
Total										33	
A student's independent work, broken down by time (examples of student work)											
Type of student work										Number of hours	
Preparation for classes										12	
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading										15	
Preparing for quizzes/tests											
Preparing for the written/oral exam in the course											
Preparing for the written/oral assessment in the course										15	
Total										42	
Total (contact hours and BUNA + student's independent work)										75	
										3 ECTS	
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA										1.5 ECTS	
2. including the number of ECTS credits for hours completed as independent study										1.5 ECTS	
Primary reading:											
1. C. A. Picardi, Recruitment and Selection. Strategies for Workforce Planning & Assessment, SAGE Publications Inc, 2020.											
Supplementary reading:											
1. R. N. Landers, Social Media in Employee Selection and Recruitment, Springer, 2018.											
Approved by: Vice Rector for Academic Affairs											

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences					
Course Title:		Employee Evaluations and the Motivation Process			
Field of Study:		ECONOMICS			
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:		Practical			
Type of program*:		full-time / part-time			
Type of classes*:		required <input checked="" type="checkbox"/> optional <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III <input checked="" type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded ECTS credits		3			
Language of instruction:		English			
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X 			
Instructor(s):		According to the curriculum			
Lectures	Seminars	Practical Laboratory	Practical	BUNA**	Form of completion*
12 (ZO)	0	0	18 (ZO)	24 (Z)	ZO/ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment in the form of a documented term paper evaluated by the instructor					
Course objective: <i>to familiarize students with the nature and role of the evaluation process and the outcome of that process (evaluation) in the management of a modern organization. To identify the essence and scope of the motivation process resulting from employee evaluation, to acquire practical skills in identifying and improving incentive systems, and to develop an empathetic attitude toward employees and a human-centered approach to people within the organization.</i>					
Teaching methods: <i>discussion, case studies, independent experiments, hands-on activities, problem-solving tasks, and completing educational tests. Term paper.</i>					
Teaching tools used: <i>software TeamFlect, use of website resources: https://venngage.com/features/performance-review-generator.</i>					
Prerequisites: <i>basic knowledge of business management.</i>					
No.	Course topics				
I	LECTURES: <ol style="list-style-type: none"> 1. Employee evaluation—concept, essence, origins, labor law, and employee evaluations. Employee evaluation as an element of the human resources management system. 2. Forms of employee evaluation in a company. 3. The employee evaluation system and its structure. Objectives of employee evaluation. Criteria for employee evaluation. Methods and techniques of evaluation. 				
II	SEMINARS: not applicable				

III	LABORATORY EXERCISES: not applicable	
IV	EXERCISES: <ol style="list-style-type: none"> 1. Parties involved in the evaluation process. 360-degree evaluation. Areas and principles for using employee evaluation results. 2. The appraisal interview as a fundamental stage of the appraisal process. Formats for the appraisal interview. Principles for providing employees with feedback on their appraisal, offering constructive criticism, and praising employees. 3. The problem of employee resistance to evaluation—causes, manifestations, and ways to increase employee acceptance of evaluations. 4. The motivation process—essence, significance, and connection to employee evaluation. 5. Models of the motivation process as an element of the employee potential development system. 6. Elements of the incentive system. 7. Determinants of the employee motivation process. 	
V	BUNA: Term paper – a presentation or paper on a topic assigned by the instructor; sample topics: <ol style="list-style-type: none"> 1. Employee evaluation procedures using a selected organization as an example—design, implementation, utilization, and monitoring at the operational and strategic levels. 2. Errors in the evaluation process. Characteristics and methods of mitigation. 3. Incentive systems in selected organizations – a study of practical cases. 	
Learning Outcomes		
Program-specific learning outcomes – code and description		Course-specific learning outcomes – details
in terms of <u>KNOWLEDGE</u>:		
E1_W01 Possesses comprehensive knowledge of the place of economics within the system of sciences, its nature, methodology, and connections to other scientific disciplines; knows and understands basic economic terminology and applies this practical knowledge in business activities.		Has knowledge of human behavior in organizations and their approach to employee performance evaluations, as well as the motives for action in desired and expected situations. Is able to in a practical manner identify methods and tools used to conduct employee evaluations, and knows the principles of using data from such evaluations to design an optimal incentive system. Can practically apply the acquired knowledge regarding employee evaluation to adapt the incentive system to changing economic and social conditions and the organization's situation. Is familiar with the legal standards applicable to the employee evaluation process. Possesses knowledge of the transformation processes of entities, institutions, and economic structures. Has knowledge of planning employee evaluations and the motivation process. Is familiar with contemporary concepts of employee competency management. Describes employee evaluation strategies and the motivation process.
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, in both real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.		
E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.		
E1_W07 Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of the economy. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.		
E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the essence and determinants of entrepreneurial activities as well as the importance of innovation in		

<p>building knowledge-based competitiveness</p> <p>E1_GZL_W1 Has an advanced understanding of the importance of human resources in an organization; identifies and analyzes processes related to the recruitment, evaluation, motivation, and development of employees; knows the basics of labor law and human capital management tools and is able to apply them in practice.</p> <p>E1_GZL_W2 Understands models of competency management and employee professional development in the context of organizational strategy and the changing labor market.</p> <p>E1_GZL_W3 Is familiar with employee evaluation systems and the principles of designing compensation and benefits systems that support effectiveness and engagement.</p>	
In terms of SKILLS:	
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p>	<p>Is able to acquire the necessary knowledge regarding employee evaluations and apply this knowledge to improve the process of motivating employees in organizations.</p> <p>Possesses the practical skills to develop, in the form of a project, an employee evaluation procedure that supports the improvement of the motivation process within the organization. Possesses the ability to analyze the course of the employee evaluation and the motivation process implemented within the organization.</p> <p>Can apply the acquired knowledge and skills to independently carry out tasks related to employee evaluations and the motivation process.</p>
<p>E1_U02 Is able to apply theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.</p>	
<p>E1_U07 Is able to collaborate with others in teamwork or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimize them.</p>	
<p>E1_GZL_U2 Is able to analyze employment structures and identify employees' training needs, as well as design development activities.</p>	
in the area of SOCIAL COMPETENCIES:	
<p>E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.</p>	<p>The student correctly identifies the factors influencing the motivation process and, based on the principles of performance evaluation, identifies the causes of barriers. Through practical exercises, the student finds solutions to existing problems related to performance evaluation and work motivation.</p> <p>Through their engagement, students are motivated to further explore the issues of employee evaluations and motivation, and they strive to exchange experiences with other students.</p> <p>Demonstrates appropriate values such as: cooperation, honesty, camaraderie,</p>
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms; assumes responsible roles within the team with an awareness of the decisions made, and takes responsibility for the results of their own work and that of the entire team.</p>	
<p>E1_K03 Is willing to recognize the importance of knowledge in solving problems related to</p>	

the development, implementation, analysis, and evaluation of economic processes in various types of organizations, and to seek expert advice in this regard when facing difficulties in solving them independently.	necessary for the proper performance of tasks as well as constituting the fundamental basis of work in HR. Independently expands their knowledge regarding employee motivation.
E1_K06 Is able to think entrepreneurially and communicates effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.	

Methods for assessing learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08, E1_W14			X	X		X		X	X		X
E1_U01, E1_U02, E1_U07			X	X		X		X	X		X
E1_K01, E1_K02, E1_K03, E1_K06				X		X		X	X		X

Form and conditions for course completion: Lecture – written assessment – colloquium. Seminars – group project – case study. BUNA – term paper in the form of a report or presentation.

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

Contact hours with the instructor and BUNA

Types of classes	Number of hours
Attendance at lectures	12
Participation in seminars	
Participation in practical exercises	18
Participation in lab sessions	
Consultations (2 hours per lecture, 1 hour per seminar group, per semester)	
BUNA – a form of assessment in the form of a documented term paper graded by the instructor	24
Total	54

Student's independent work divided by time (examples of student work)

Type of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	
Preparing for quizzes/tests	11
Preparing for a written/oral exam in the subject	
Preparing for the written/oral assessment in the course	
Total	21
Total (contact hours, BUNA, and student independent study)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with direct participation	2 ECTS

by an academic instructor, including BUNA	
2. including the number of ECTS credits for hours completed as independent study	1 ECTS
Practical classes	
Primary reading:	
<ol style="list-style-type: none"> 1. B. Whitter, Employee Experience Strategy: Design an Effective Ex Strategy to Improve Employee Performance and Drive Business Results, KOGAN PAGE, 2023. 2. A. Riyaz, R. Cirkiel, Employee Total Rewards Strategy: Creating a New and Relevant Strategy for Employee Total Rewards, Lulu.com, 2018. 	
Supplementary reading:	
<ol style="list-style-type: none"> 1. L. Fitzpatrick, Successful Employee Communications, Kogan Page Ltd, 2022. 	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences					
Course Title:		Labor Law and Trade Unions in Practice			
Field of Study:		ECONOMICS			
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:		Practical			
Type of program*:		full-time / part-time			
Type of classes*:		required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input checked="" type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits		3			
Language of instruction:		English			
Name of the PANS Department:		Faculty of Economic and Social Sciences			
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education courses <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X 			
Instructor(s):		According to the curriculum			
Lectures	Seminars	Practical Laboratory	Practical	BUNA**	Form of assessment*
0	0	0	18 (ZO)	15 (Z)	ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented term paper evaluated by the instructor					
Course objective: <i>to acquire practical knowledge regarding the application of labor law, with particular emphasis on legislative changes in regulations, as well as to strengthen the practical skills of HR professionals in drafting employment contracts, terminating employment, maintaining personnel files, tracking employee leave and other absences, and recording employees' working hours.</i>					
Teaching methods: <i>case studies, group project work, multimedia presentations, term paper – an individual project.</i>					
Prerequisites: <i>Basic knowledge of law.</i>					
N	Course topics				
I	LECTURES: not applicable				
II	SEMINARS: not applicable				
III	LABORATORY SESSIONS: not applicable				
IV	PRACTICAL SESSIONS: <ol style="list-style-type: none"> 1. Labor Law. 2. The Labor Code and Work Regulations. 3. Types of employment contracts. 4. Termination of an employment contract. 				

	<ol style="list-style-type: none"> 5. Disciplinary penalties. 6. Vacation. 7. Working hours. 8. Prohibition of discrimination and workplace bullying. 9. Occupational safety and health in HR. 10. Parental leave.
V	<p>BUNA: Project on a selected topic discussed during the course (term paper):</p> <ol style="list-style-type: none"> 1. Labor Law. 2. The Labor Code and the Work Rules. 3. Types of employment contracts. 4. Termination of an employment contract. 5. Disciplinary penalties. 6. Vacation. 7. Working hours. 8. Prohibition of discrimination and workplace bullying. 9. Occupational safety and health in HR. 10. Parental leave
Learning outcomes	
Program-specific learning outcomes – symbol and description	Course-specific outcomes – details
in the area of <u>KNOWLEDGE</u>:	
<p>E1_W01 Possesses comprehensive knowledge of the place of economics within the system of sciences, its nature, methodology, and connections to other scientific disciplines; knows and understands basic economic terminology, including the practical application of this knowledge in business operations.</p>	<p>Has knowledge of personnel policies in organizations—hiring, termination, leave, and working hours.</p> <p>Has knowledge of human behavior in organizations, human needs and motivation, and legal sensitivity in the context of professional work.</p> <p>Is familiar with the standards and rules related to personnel policies implemented in business entities regarding hiring, termination, working hours, and staff development and promotion.</p> <p>Is familiar with legal provisions and other regulations pertaining to the implementation of personnel policies and the associated consequences.</p> <p>Has knowledge of the transformation processes of entities subject to labor law.</p>
<p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, in both real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.</p>	
<p>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods, as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.</p>	
<p>E1_W07 Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>	
<p>E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the essence and determinants of entrepreneurial activities as well as the importance of innovation in building knowledge-based competitiveness</p>	
<p>E1_GZL_W1 Has an advanced understanding of</p>	

<p>the importance of human resources in an organization; identifies and analyzes processes related to the recruitment, evaluation, motivation, and development of employees; knows the basics of labor law and human capital management tools and is able to apply them in practice.</p>	
<p>In terms of SKILLS:</p>	
	<p>Is able to use knowledge and data to define the policy implemented in business entities</p>
<p>E1_U02 Is able to use theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.</p>	<p>human resources matters related to hiring, termination, working hours, the application of disciplinary measures, and staff development and promotion.</p> <p>Correctly uses the appropriate</p>
<p>E1_U07 Is able to collaborate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and tools to resolve and optimize them rationally.</p>	<p>documents describing the principles of personnel policy implementation.</p> <p>Is able to actively participate in discussions and evaluations of activities related to personnel policy regarding hiring, termination, working hours, the application of disciplinary measures, and the development and promotion of staff in accordance with labor law.</p>
<p>E1_GZL_U1 Is able to independently develop and implement procedures for the recruitment, selection, evaluation, and motivation of employees based on the organization's strategic goals.</p>	
<p>In the area of SOCIAL COMPETENCIES:</p>	
<p>E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.</p>	<p>Understands the need for an assertive and empathetic approach to personnel policy issues regarding hiring, termination, and staff development and promotion.</p>
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, as well as fulfill responsible roles within the team with an awareness of the decisions they make, and takes responsibility for the results of their own work and that of the entire team.</p>	<p>Participates in the design of elements related to personnel policy, and expresses views on this subject boldly and substantively.</p> <p>Is able to independently expand and refine their knowledge and skills related to the implementation of human resources policies in accordance with labor law regulations and labor law in market-oriented organizations.</p>
<p>E1_K03 Is prepared 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 seek expert opinions in this regard when facing difficulties in solving them independently.</p>	<p>Is able to independently expand their knowledge of labor law and trade unions. Demonstrates ethical and moral principles, loyalty, and socio-economic responsibility in the application of labor law provisions within business entities.</p>
<p>E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	

Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)											
Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08			X					X	X	X	X
E1_U01, E1_U02, E1_U07			X					X	X	X	X
E1_K01...K03, E1_K06,			X					X	X	X	X
Form and conditions for course completion:											
Seminars – completion of a group project, passing a test based on practical questions of both closed-ended and open-ended nature. BUNA – completion of an individual project.											
Student workload required to achieve learning outcomes, expressed in hours and ECTS credits											
Contact hours with the instructor and BUNA											
Types of classes									Number of hours		
Attendance at lectures											
Participation in seminars											
Participation in exercises									18		
Participation in lab sessions											
Consultations (2 hours per lecture, 1 hour per seminar/lab group per semester)											
BUNA – a form of assessment in the form of a documented term paper graded by the instructor									15		
Total									33		
Student's independent work divided by time (examples of student work)											
Form of student work									Number of hours		
Preparation for class									12		
Writing a paper/project/essay									15		
Gathering materials and preparing a presentation											
Independent reading									15		
Preparing for quizzes/tests											
Preparing for the written/oral exam in the course											
Preparing for the written/oral assessment in the course											
Total									42		
Total (contact hours and BUNA + student's independent work)									75		
									3 ECTS		
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA									1 ECTS		
2. including the number of ECTS credits for hours completed as independent study									2 ECTS		
Required reading:											
1. H. Collins, K. Ewing, A. McColgan, *Labour Law*, Cambridge University Press, 2019.											
Supplementary reading:											
1. Bossche, P., Bern, W., and Zdouc, Law and Policy of the World Trade Organization, Cambridge University Press, 2021.											
Approved by:											

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences					
Course Title:		Organizational and Employee Image			
Field of Study:		ECONOMICS			
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:		Practical			
Type of program*:		full-time / part-time			
Type of classes*:		required <input checked="" type="checkbox"/> optional <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III <input checked="" type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/>	
Number of ECTS credits		3			
Language of instruction:		English			
Name of the PANS Faculty:		Faculty of Economic and Social Sciences			
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education courses <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X 			
Instructor(s):		According to the curriculum			
Lectures	Seminars	Laboratory Lab	Practical	BUNA**	Form of assessment*
0	0	0	18 (ZO)	12 (Z)	ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented term paper evaluated by the instructor					
Course objective: <i>to convey knowledge about the issues involved in organizing image-building activities within a company and to raise awareness of the role and effects of creating a conscious image of employees and the organization in the market environment.</i>					
Teaching methods: <i>examples of organizations operating in the market with a specific reputation, project implementation, BUNA – term paper – a project supported by observation.</i>					
Prerequisites: <i>knowledge of the basics of organizational management, human capital management, and marketing.</i>					
N	Course topics				
I	LECTURES: not applicable				
II	SEMINARS: not applicable				
III	LABORATORY EXERCISES: not applicable				
IV	EXERCISES: <ol style="list-style-type: none"> 1. The essence of building an organization's image in its market environment. 2. Goals and tasks of PR activities in a company. 3. Organization of internal and external image-building activities. 4. Shaping the organization's image in crisis situations. 5. Effectiveness of image-building activities – measurement and conclusions 				

	6. Funding image-building activities and their effectiveness for the organization
V	BUNA: Term paper – completion of a group project based on observations of a selected organization, detailing a specific problem discussed during the course.
LEARNING OUTCOMES	
Program-specific learning outcomes – symbol and description	Course-specific learning outcomes – description
In terms of KNOWLEDGE:	
E1_W01 Possesses comprehensive knowledge of the place of economics within the system of sciences, its nature, methodology, and connections to other scientific disciplines; knows and understands basic economic terminology, along with the application of this practical knowledge in business activities.	Can define the essence of building a positive image of the organization in its market environment and the resulting benefits. The student has knowledge of methods for building the organization's image in its environment and effectively managing it. Possesses the skills to select appropriate PR activities in processes of changing, maintaining, or defending the organization's image. Possesses knowledge of human nature and defines the individual's image within economic structures. Understands that every employee contributes to the organization's image. If this image is positive, it makes it easier for employees to identify with the company, which translates into more creative and effective work. Knows methods and techniques for data collection that enable the analysis and interpretation of entities' PR activities. Understands the necessity of creating an image through public relations activities, the use of advertising messages to shape the company's image, and building its image based on social initiatives. Has knowledge of the processes of building the image of an organization and its employees, both in terms of positive and negative image (so-called black PR).
E1_W05 Possesses advanced knowledge and understanding of humans as agents shaping economic structures; understands human behavior patterns in meeting needs; has a basic understanding of the principles and motivations driving human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice.	
E1_W06 Has an advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects, and phenomena concerning various areas of economic functioning and complex interdependencies, as well as in forecasting future scenarios of economic and social activity.	
E1_GZL_W2 Is familiar with models of competency management and employee professional development in the context of organizational strategy and the changing labor market.	
E1_GZL_W3 Understands employee evaluation systems and the principles of designing compensation and benefits systems that promote effectiveness and engagement.	
In terms of SKILLS:	
E1_U02 Is able to apply theoretical knowledge and efficiently and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the field of economics.	Applies theoretical knowledge and uses data from primary and secondary sources. Properly analyzes and documents the symptoms of processes affecting the image of the organization and its employees. Is able to apply basic theoretical knowledge and obtain reliable data to analyze the image of the organization and its employees in the market.
E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyze and evaluate ongoing economic and social processes and phenomena	
E1_U06 Is able to independently plan and carry out their own	

learning independently, being aware of the dynamic development of the sciences, using acquired economic knowledge and practical conclusions and specialized experience in independently carrying out tasks, as well as in conducting business activities and resolving professional dilemmas.	<p>Is able to analyze and document the symptoms, causes, and course, as well as the effectiveness of the image-building process. Is able to apply acquired knowledge in the field of organizational and employee image-building, adapting it to their own needs and activities.</p> <p>Possesses the ability to observe, understand, and analyze phenomena related to active (intentional) and passive image creation, as well as to document the effectiveness and efficiency of these activities.</p>
<p>E1_U07</p> <p>Is able to collaborate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and tools to rationally resolve and optimize them</p>	
<p>E1_GZL_U2</p> <p>Is able to analyze the employment structure and identify employees' training needs, as well as design development activities.</p>	
<p>E1_GZL_U3</p> <p>Is able to identify sources of conflict within a team, select appropriate tools for resolving them, and communicate effectively with various stakeholder groups within the organization.</p>	

<u>In the area of SOCIAL COMPETENCIES:</u>		<p>Understands the need to draw knowledge from available scientific publications and to search for specialized (industry-specific) literature discussing current trends in image building—case study.</p> <p>When analyzing a problem-based task (case study) related to image building, is able to actively collaborate within a team on a partnership basis.</p> <p>Correctly identifies and diagnoses the determinants of shaping the image of organizations and employees in the market. Is able to independently supplement and improve knowledge and skills in the field of practical image-building activities of entities and employees in the market.</p> <p>They are characterized by personal values related to being guided in their professional life by business ethics and corporate social responsibility, as well as respect for others, which is expressed through the intentional shaping of an appropriate, positive image.</p>
<p>E1_K01</p> <p>Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when having difficulty solving a problem on their own.</p>		
<p>E1_K03</p> <p>Is willing 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 seek expert advice in this regard when facing difficulties in solving them independently.</p>		
<p>E1_K05</p> <p>Understands ethical issues in relation to the tasks performed and business activities, is aware of the importance of professional conduct consistent with the principles of professional ethics and respect for the diversity of views and cultures; cares for the achievements and traditions of the profession</p>		
<p>E1_K06</p> <p>Is able to think entrepreneurially and communicates effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>		

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

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01, E1_W05, E1_W06,			X					X		X	X

E1_W14											
E1_U02, E1_U03, E1_U6...07			X					X		X	X
E1_K01, E1_K03...06			X			X	X	X		X	X
Form and conditions for course completion: Course completion – completion of an independent project based on practical issues, 3–5-minute oral exam. BUNA – term paper – group project with presentation.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the instructor and BUNA											
Types of classes										Number of hours	
Participation in lectures											
Participation in seminars											
Participation in exercises										18	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per seminar group, per semester)											
BUNA – a form of assessment in the form of a documented term paper graded by the instructor										12	
Total										30	
Student's independent work divided by time (examples of student work)											
Type of student work										Number of hours	
Preparation for classes										15	
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading										15	
Preparing for quizzes/tests										15	
Preparing for the written/oral exam in the course											
Preparing for the written/oral exam in the course											
Total										45	
Total (contact hours and BUNA + student's independent work)										75	
										3 ECTS	
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA										1 ECTS	
2. including the number of ECTS credits for hours completed as independent study										2 ECTS	
Primary reading:											
1. C. L. Pearce, E. A. Locke, Principles of Organizational Behavior: The Handbook of Evidence-Based Management, Wiley, 2023.											
Supplementary reading:											
1. S. D. Clatworthy, The Experience-Centric Organization: How to Win Through Customer Experience, O'Reilly Media, Inc., 2019.											
Approved by: Vice Rector for Academic Affairs											

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences					
Course Title:		PERSONNEL OUTSOURCING			
Field of study:		ECONOMICS			
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:		Practical			
Type of program*:		full-time / part-time			
Type of classes*:		required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 X	
Number of ECTS credits		2			
Language of instruction:		English			
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific courses <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X 			
Instructor(s):		According to the curriculum			
Lectures	Seminars	Practical Laboratory	Practical	BUNA**	Form of completion*
24 (ZO)	0	0	0	0 (Z)	ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment in the form of a documented term paper evaluated by the instructor					
Course objective: <i>The student examines the development prospects of this form of business management and describes various forms of outsourcing: total, partial, in the form of leasing, and task division. The student highlights its strategic importance and describes the opportunities it opens up for organizations.</i>					
Teaching methods: <i>lecture, interactive lecture, discussion; case study, term paper.</i>					
Prerequisites: <i>: basic knowledge of business management, knowledge of human human resource management.</i>					
N	Course topics				
I	LECTURES: <ol style="list-style-type: none"> 1. Concept and areas of activity offered to outsourcing companies. 2. Developing a plan and guidelines for outsourcing cooperation – legal conditions. 3. Policy on employee transfers in connection with outsourcing. 4. How to communicate information about the restructuring process to employees. 5. Controlling the costs and quality of outsourcing services. 6. Implementing the process and executing the outsourcing plan. 				
II	SEMINAR: not applicable				
III	LABORATORY EXERCISES: not applicable				
IV	PRACTICALS: not applicable				
V	BUNA:				

	<p>Term paper on a selected topic from the lecture material – paper/essay. Sample topics: Job satisfaction and fulfillment in outsourcing – mental barriers. Scope, methods, and principles of contract negotiation. Principles of cooperation with an external company ensuring effective and efficient task completion.</p>
Learning Outcomes	
Program-specific learning outcomes – code and description	Course-specific outcomes – details
in the area of <u>KNOWLEDGE</u>:	
<p>E1_W01 Possesses comprehensive knowledge of the place of economics within the system of sciences, its nature, methodology, and connections to other scientific disciplines; knows and understands basic economic terminology, including the application of this practical knowledge in business activities.</p>	<p>Has knowledge of the nature of outsourcing activities in a modern organization and a turbulent environment.</p> <p>Has knowledge of the nature of human behavior within an organization resulting from the performance of specific managerial functions. Understands employee relocation policies in connection with outsourcing</p> <p>Knows methods for studying relationships and bonds within organizations, as well as the patterns of interpersonal relations occurring especially in situations of work reorganization. Has knowledge of the essence of entrepreneurship and the success factors associated with the implementation of outsourcing processes, that determine specific behaviors of organizational members.</p>
<p>E1_W05 Has an advanced understanding of human beings as agents who shape economic structures; understands human behavior in the context of satisfying needs; possesses a basic understanding of the principles and motivations underlying human action in the process of creating and implementing tasks and organizational changes within these structures. Knows how to apply this knowledge in practice.</p>	
<p>E1_W06 Has an advanced knowledge and understanding of the methods of applying and analyzing the results of selected quantitative tools in describing facts, objects, and phenomena related to various areas of economic functioning and complex interdependencies, as well as in forecasting future scenarios of economic and social activity.</p>	
<p>E1_GZL_W1 Has an advanced understanding of the importance of human resources in an organization; identifies and analyzes processes related to recruitment, evaluation, motivation, and employee development; knows the basics of labor law and human capital management tools and is able to apply them in practice.</p>	
in terms of <u>SKILLS</u>:	
<p>E1_U02 Is able to apply theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.</p>	<p>Uses theoretical knowledge to analyze the causes and course of economic processes and phenomena. Is able to use data on the functioning of an organization’ under conditions of reorganization and the implementation of process outsourcing functions.</p> <p>Is able to analyze and document symptoms related to work within the organization in the context of process outsourcing implementation. Properly analyzes the causes and course of complex processes in the context of outsourcing.</p> <p>Formulates practical conclusions regarding HR outsourcing. Actively participates in analyses and evaluations of alternative solutions</p>
<p>E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyze and evaluate ongoing economic and social processes and phenomena.</p>	
<p>E1_U07 Is able to collaborate with others as part of a team or as a leader; participates in analyses and evaluations of alternative solutions to economic problems and selects methods and tools to resolve them rationally</p>	

and optimize them.	problems in outsourcing. Is willing to collaborate in a group, taking on both executive and initiating roles.
E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solution options in business practice, in connection with the studied specialization.	
	Is able to observe individual and collective human behavior in the context of work performance and describe it in the context of ongoing personnel outsourcing activities.
In the area of SOCIAL COMPETENCIES:	
E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.	Understands the need for lifelong learning. Sets priorities for actions, plans individual and team work, takes responsibility for achieving goals, and develops resilience to stress.
E1_K03 He is prepared 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 seek expert advice in this regard when he is unable to resolve issues on his own.	Correctly identifies dilemmas and prepares alternative solutions in outsourcing. The student participates in projects, boldly and substantively expresses views regarding factors related to outsourcing activities at work and individual behavior in situations of employment policy reorganization. Independently supplements knowledge useful in personnel outsourcing.
E1_K05 Understands ethical issues in relation to the tasks performed and business activities, is aware of the importance of professional conduct consistent with the principles of professional ethics and respect for the diversity of views and cultures; cares for the achievements and traditions of the profession	Is guided by professional ethics, business ethics, and corporate social responsibility.
E1_K06 Is able to think entrepreneurially and communicates effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.	Thinks and acts in an entrepreneurial manner. Is able to independently expand their knowledge in the field of personnel outsourcing.

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

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W01, E1_W05, E1_W06	X			X				X			
E1_U02, E1_U03, E1_U07...U10	X			X				X			
E1_K01 E1_K03...K06	X			X				X			

Course assessment format and requirements: Lecture – written exam. BUNA – paper/essay on a topic related to the subject matter covered in the lectures.

Student workload required to achieve learning outcomes, expressed in hours and ECTS credits	
Contact hours with the instructor and BUNA	
Types of classes	Number of hours
Participation in lectures	24
Participation in seminars	
Participation in exercises	
Participation in lab sessions	
Consultations (2 hours per lecture, 1 hour per exercise, seminar, or seminar group)	
BUNA – a form of assessment in the form of a documented term paper graded by the instructor	
Total	24
Student's independent work divided by time (examples of student work)	
Form of student work	Number of hours
Preparation for class	6
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	10
Preparing for quizzes/tests	
Preparing for a written/oral exam in the subject	10
Preparation for the written/oral assessment in the course	
Total	26
Total (contact hours and BUNA + student's independent work)	50
	2 ECTS
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA	1 ECTS
2. including the number of ECTS credits for hours completed as independent study	1 ECTS
Required reading:	
1. Gerardus B., *Outsourcing Human Resources: A Complete Guide*, 5STARCOoks, 2021.	
Further reading:	
1. M. J. Mol, Business Process Outsourcing: A Complete Guide, The Art of Service, 2020.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	COST ACCOUNTING			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits	3			
Language of instruction:	English			
Name of the PSW Faculty:	Faculty of Economic and Social Sciences			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education courses <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
18 (ZO)	0	18 (ZO)	0 (Z)	ZO/ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment consisting of a documented term paper evaluated by the instructor				
Course Objective: <i>The primary objective of the course is to familiarize students with the functions of a cost accounting information system in a business, its structure, and the methods and principles of its operation. In particular, students should acquire knowledge regarding the informational content of a company's cost accounting, as well as the skills to analyze, interpret, and practically understand it. In addition to the primary objective of the course, it aims to develop students' ability to recognize the basic economic and financial categories of cost accounting in a company (cost structures, revenues/costs, inflows/outflows), as well as the ability to identify, measure, and record them.</i>				
Teaching methods: <i>interactive lecture, simulation and problem-based learning. Interactive exercises, discussion. Work with Microsoft Excel. Independent assignments, practical exercises. BUNA – term paper.</i> Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VATowiec.</i>				
Prerequisites: <i>knowledge of the economic fundamentals of business operations, the structure and functions of the management process, as well as basic concepts in corporate finance is required. Ability to apply accounting recording tools. Acquisition of the ability to record basic business transactions in accounting accounts. Ability to correctly interpret basic accounting entries, as well as knowledge of basic cost concepts.</i>				
N r	Course Topics			
I	LECTURES:			
	1. The concept and classification of costs.			

	<ol style="list-style-type: none"> 2. Cost accounting by nature. 3. Cost accounting by calculation. 4. Record of cost allocation methods. 5. Cost calculation. 6. Break-even point. 7. Accruals and deferrals. 8. Determination of changes in inventory. 9. Income statement.
II	WORKBOOK: not applicable
III	LABORATORY EXERCISES: not applicable
IV	PRACTICAL EXERCISES: <ol style="list-style-type: none"> 1. Recording and settling operating costs. 2. Recording of accruals and deferrals. 3. Cost accounting and the entity's results. 4. Methods and records of cost calculation. Working with Microsoft Excel 5. Controlling in cost management. 6. Cost accounting system. 7. Full and variable cost accounting. 8. Planned cost accounting. 9. Recording revenue from core operations.
V	BUNA: Term paper in the form of a presentation – an analysis of selected topics related to the issues covered in the seminar.

Learning Outcomes

Program-specific learning outcomes – symbol and description	Course-specific learning outcomes – description
in terms of <u>KNOWLEDGE</u>:	
E1_W01 Possesses comprehensive knowledge of the place of economics within the system of sciences, its nature, methodology, and connections to other scientific disciplines; knows and understands basic economic terminology, along with the application of this practical knowledge in business activities.	Discusses the basic recording of economic transactions in accounting. The student understands the essence, scope, and all variations of forward-looking cost accounting discussed during the course. Possesses the knowledge to identify their potential applications in business entities. Knows the concept and all cost classification criteria covered in the course. Defines, lists, and identifies basic concepts related to cost accounting and the relationships between phenomena and entities occurring in accounting. Presents research approaches as well as the principles of recording and settling costs and accruals. Explains standards legal applicable in accounting for cost settlement. The student knows the stages of corporate budgeting and types of budgets, with particular emphasis on operating and financial budgets. They possess knowledge regarding the accounting transformations of institutions and economic structures. The student is able to perform simplified calculations
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, in both real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.	
E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.	
E1_W07 Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of the economy. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.	
E1_W08	

<p>Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the essence and determinants of entrepreneurial activities as well as the importance of innovation in building knowledge-based competitiveness</p>	<p>costs using standard methods.</p> <p>The student is able to apply cost accounting in the decision-making process and in business management.</p>
<p>E1_W12 Has advanced knowledge of modern IT and information systems and techniques, as well as the possibilities for their practical application in accordance with the field of study.</p>	
<p>E1_FiR_W1 Possesses and understands, at an advanced level, knowledge in the fields of accounting, financial reporting and analysis, corporate financial management, financial control, and internal audit, as well as its practical application in professional practice.</p>	
<p>E1_FiR_W3 Possesses advanced knowledge in the field of financial reporting, corporate financial management, financial control, and internal audit, as well as its practical application in professional practice.</p>	
<p>in terms of SKILLS:</p>	
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p>	<p>Designs and proposes alternative solutions for managing and directing core business within the company.</p> <p>Applies acquired knowledge to the management and leadership of the company. Is able to anticipate and identify potential shortcomings in the company's cost management. Establishes criteria for optimal solutions and engages in discussions regarding these solutions.</p> <p>The student analyzes and evaluates the functioning of economic processes from an accounting perspective. Predicts ways to resolve crisis situations within the enterprise.</p>
<p>E1_U02 Is able to apply theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.</p>	
<p>E1_U07 Is able to collaborate with others in teamwork or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimize them.</p>	
<p>E1_FiR_U1 The student is able to conduct a basic financial analysis of a company using financial ratios and interpret its results in the context of economic decision-making.</p>	
<p>In terms of SOCIAL COMPETENCIES:</p>	
<p>E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems, and seeks expert advice when unable to solve a problem independently.</p>	<p>Understands the need for continuous learning. Is sensitive to all types of shortcomings and irregularities in the interpretation of accounting regulations.</p> <p>Applies all amendments to the Accounting Act. Willingly works in a team while maintaining an assertive attitude. Demonstrates creativity in recording business transactions, knows</p>
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social,</p>	

cultural, and legal norms, and to fulfill responsible roles within the team while being aware of the decisions they make, as well as taking responsibility for the results of their own work and that of the entire team.	provisions of the Accounting Act (Balance Sheet Law). Demonstrates responsibility for decisions made and is able to defend them. If necessary, is able to independently propose alternative solutions. Is aware of the need to determine the impact of costs on the company's financial results.
E1_K03 Is prepared 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 seek expert opinions in this regard when facing difficulties in solving them independently.	Strives to work independently and effectively in understanding the functioning of accounting laws, standards, and principles at a basic level. When solving all decision-making problems, the student demonstrates the ability to think and act in an entrepreneurial manner. This is evident at every stage of their work, i.e., individual and team work.
E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.	

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

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in seminars	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08, E1_FiR_W1	X		X		X	X		X	X		X
E1_U01, E1_U02, E1_U07	X		X			X					X
E1_K01, E1_K02, E1_K03, E1_K06	X		X			X					X

Form and conditions for course completion: lecture with presentations – a written exam for a passing grade. Seminars: 5–7-minute quiz on topics discussed in class, group project. BUNA – presentation on a selected topic related to the seminar material.

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

Contact hours with the instructor and BUNA

Types of classes	Number of hours
Attendance at lectures	18
Participation in seminars	
Participation in practical exercises	18
Participation in lab sessions	
Consultations	
BUNA – a form of assessment in the form of a documented term paper graded by the instructor	
Total	36

Student's independent work divided by time (examples of student work)

Type of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	9
Gathering materials and preparing a presentation	

Independent reading	
Preparing for quizzes/tests	10
Preparing for the written/oral exam in the subject	10
Preparation for the written/oral assessment in the course	
Total	39
Total (contact hours and BUNA + student's independent work)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA	1.5 ECTS
2. including the number of ECTS credits for hours completed as independent study	1.5 ECTS
Required reading:	
1. S.M. Datar, M.V. Rajan, Horngren's Cost Accounting, Pearson Education Limited, London 2020.	
Supplementary reading:	
1. F. Wood, S. Robinsons, Book-keeping and Accounts, PEARSON Education Limited, London 2017.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:		MANAGEMENT ACCOUNTING		
Field of Study:		ECONOMICS		
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)		
Program profile:		Practical		
Type of program*:		full-time / part-time		
Type of classes*:		required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 X	
Number of ECTS credits		3		
Language of instruction:		English		
Name of the PSW Faculty:		Faculty of Economic and Social Sciences		
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl		
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education courses <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> 		
Instructor(s):		According to the curriculum		
Lectures	Seminars	Practical exercises	BUNA*	Assessment method*
0	0	21 (ZO)	12 (Z)	ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment consisting of a documented term paper evaluated by the instructor				
Course Objective: <i>The primary objective of the course is to familiarize students with the functions of a cost accounting information system within a company, its structure, and the methods and principles of its operation. In particular, students should acquire knowledge regarding the informational content of a company's cost accounting, as well as the skills to analyze, interpret, and practically understand it. In addition to the primary objective of the course, it aims to develop students' ability to recognize the basic economic and financial categories of cost accounting in a company (cost structures, revenues/costs, receipts/disbursements), as well as the ability to identify, measure, and record them.</i>				
Teaching methods: <i>Active exercises, group work, practical exercises. Term project in the form of an individual assignment.</i> Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VATowiec.</i>				
Prerequisites: <i>Knowledge of the economic fundamentals of business operations, the structure and functions of the management process, as well as basic concepts in corporate finance is required. Ability to apply accounting recording tools. Acquisition of the ability to record basic business transactions in accounting accounts. Ability to correctly interpret basic accounting entries, as well as knowledge of basic cost concepts.</i>				
N	Course Topics			
I	LECTURES: N/A			
II	SEMINARS: not applicable			
III	LABORATORY SESSIONS: not applicable			

IV	<p>EXERCISES:</p> <ol style="list-style-type: none"> 1. The nature, objectives, and functions of management accounting. 2. Cost accounting as a source of management information. 3. Management accounting tools. 4. Cost accounting models in management accounting. 5. Controlling in business management. 6. Forms of delivering management accounting information to recipients. 7. Strategic decisions. 8. Cost accounting procedures. 9. Analysis of fixed and variable costs. 10. Analysis of company costs. 11. Grouping costs in accounting records. 12. Cost accounting in operational decisions. 13. Management accounting and strategic decisions. 14. The cost statement and the entity's net income. 15. Financial result in the cost account.
V	<p>BUNA:</p> <p>Semester project – address one of the following topics:</p> <ol style="list-style-type: none"> 1. Full and variable cost accounting with examples. 2. ABC costing – process-based costing with examples. 3. Activity-based costing. 4. Break-even analysis. 5. Controlling as a cost information system. 6. Management accounting in the decision-making process. 7. Cost measurement and valuation for control purposes. 8. Standard cost accounting.
Learning outcomes	
Program-specific learning outcomes – symbol and description	Course-specific learning outcomes – description
In terms of <u>KNOWLEDGE</u>:	
<p>E1_W01</p> <p>Possesses comprehensive knowledge of the place of economics within the system of sciences, its nature, methodology, and connections to other scientific disciplines; knows and understands basic economic terminology, along with the application of this practical knowledge in business operations.</p>	<p>Discusses the basic recording of business transactions in management accounting. Possesses knowledge of management accounting methods and tools, considered in the context of changes in the company's economic environment.</p> <p>Defines, lists, and identifies basic concepts and relationships related to management accounting. Knows the methods and techniques used in management accounting to support the decision-making process. Addresses challenges and potential problems in various areas of management accounting.</p> <p>Describes the application of management accounting techniques and tools.</p> <p>Lists the standards and legal regulations governing management accounting. Knows and understands the concepts used in management accounting.</p> <p>Describes economic phenomena and processes occurring within a business.</p> <p>Has knowledge of standards and regulations and understands the principles</p>
<p>E1_W03</p> <p>Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.</p>	
<p>E1_W04</p> <p>Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.</p>	
<p>E1_W07</p> <p>Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of the norms and rules (legal, technical, organizational, moral, and ethical) that govern economic structures and institutions. Knows and understands selected facts, objects, and phenomena, as well as the complex relationships between them.</p>	

<p>E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the essence and determinants of entrepreneurial activities as well as the importance of innovation in building knowledge-based competitiveness</p>	<p>of conducting management accounting in a company.</p>
<p>E1_FiR_W1 Possesses and understands, at an advanced level, knowledge in the fields of accounting, financial reporting and analysis, corporate financial management, financial control, and internal audit, as well as its practical application in professional practice.</p>	
<p>E1_FiR_W3 Possesses advanced knowledge in the areas of financial reporting, corporate financial management, financial control, and internal audit, as well as its practical application in professional practice.</p>	
<p>In terms of <u>SKILLS</u>:</p>	
<p>E1_U01 Is able to accurately observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p>	<p>Designs and proposes alternative solutions in the field of accounting management. Is able to independently select appropriate management accounting tools.</p> <p>Applies acquired knowledge to accounting management and business administration. Is able to analyze the impact of costs on the efficiency and operations of a business, and to perform cost accounting and calculations within the organization. Is able to plan, organize, lead, and oversee activities in the field of management accounting.</p> <p>Determines criteria for optimal solutions and engages in discussions regarding these solutions. Anticipates solutions to crisis situations within the company related to the subject matter. Is able to solve decision-making problems based on their own analysis of source materials.</p>
<p>E1_U02 Is able to apply theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines</p>	
<p>E1_U07 Is able to collaborate with others in teamwork or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimize them.</p>	
<p>E1_FiR_U1 The student is able to conduct a basic financial analysis of a company using financial ratios and interpret its results in the context of economic decision-making.</p>	
<p>E1_FiR_U3 The student is able to prepare and interpret a budget and plan a company's cash flows; the student is also able to apply methods for evaluating investment projects.</p>	
<p>In terms of <u>SOCIAL COMPETENCIES</u>:</p>	
<p>E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when unable to solve a problem independently.</p>	<p>Understands the need for continuous learning and professional development; in particular, is aware of the necessity to update knowledge in the field of management accounting. Is aware of decision-making, taking responsibility, and problem-solving in the area of management accounting.</p>
<p>E1_K02 Is able to actively collaborate in teams,</p>	

including international ones, and assume various roles while respecting social, cultural, and legal norms; they can also fulfill responsible roles within the team, being aware of the decisions they make, and take responsibility for the results of their own work and that of the entire team.	<p>Demonstrates creativity in recording business transactions and is familiar with the provisions of the Accounting Act (Balance Sheet Law). Is able to apply all amendments to the law regarding the Accounting Act. Willingly works in a team while maintaining an assertive attitude.</p> <p>Is sensitive to all types of shortcomings and irregularities in the interpretation of legal provisions in the field of management accounting. Is able to appropriately set priorities to achieve a specific goal.</p> <p>They strive to work independently and effectively in understanding the functioning of management accounting laws, standards, and principles at a basic level. They understand the need for continuous learning and professional development, and in particular, they are aware of the need to update their knowledge in the field of management accounting.</p>
E1_K03 He is prepared 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 seek expert advice in this regard when he is unable to resolve such issues on his own.	
E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.	

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

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W 1,...13			X		X			X	X	X	X
										X	X
E1_U 01, 02, 07			X							X	X
										X	X
E1_K 01, ...06			X							X	X
										X	X

Course assessment format and requirements: Assessment is practical in nature—grades are based on the completion of a group project plus introductory quizzes to assess current knowledge. BUNA—passing the course is based on the completion of an individual project on a specified topic.

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

Contact hours with the instructor and BUNA

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in exercises	21
Participation in lab sessions	
Consultations	
BUNA – a form of assessment in the form of a documented term paper graded by the instructor	12
Total	33

Student's independent work divided by time (examples of student work)

Type of student employment	Number of hours
Preparation for class	10
Writing a paper/project/essay	5

Gathering materials and preparing a presentation	
Independent reading	12
Preparing for quizzes/tests	
Preparing for the written/oral exam in the course	
Preparing for the written/oral assessment in the course	15
Total	42
Total (contact hours and BUNA + student's independent work)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA	1 ECTS
2. including the number of ECTS credits for hours completed as independent study	2 ECTS
Required reading:	
1. E. Noreen, R. Garrison, Introduction to Managerial Accounting, McGraw-Hill Book Co., New York 2021.	
2. Ch. Horngren, G. Sundem, W. Stratton, D. Burgstahler, J. Schatzberg, Introduction to Management Accounting, Pearson Education Limited, London 2022.	
Supplementary reading:	
1. 1. T. Miller-Nobles, B. Mattison, E.M. Matsumura, Horngren's Financial & Managerial Accounting, The Financial Chapters, PEARSON Education Limited, London 2021.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025-2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	TAX ACCOUNTING			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 X	
Number of ECTS credits	3			
Language of instruction:	English			
Name of the PSW Faculty:	Faculty of Economic and Social Sciences			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education courses <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting X • Human Resources Management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
0	0	21 (ZO)	12 (Z)	ZO/Z
*E – exam; Z – pass; ZO – pass with grade; **BUNA – form of assessment in the form of a documented term paper evaluated by the instructor				
Course Objective: <i>The primary objective of the course is to familiarize students with the functions of a cost accounting information system in a business, its structure, and the methods and principles of its operation. In particular, students should acquire knowledge regarding the informational content of a company's cost accounting, as well as the skills of analysis, interpretation, and practical understanding. In addition to the primary objective of the course, it aims to develop students' ability to recognize the basic economic and financial categories of cost accounting in a company (cost structures, revenues/costs, inflows/outflows), as well as the ability to identify, measure, and record them.</i>				
Teaching methods: <i>Active exercises, lectures, group project work, problem-based and situational learning. Independent assignments—an independent project serving as the semester-long assignment.</i> Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VATowiec.</i>				
Prerequisites: <i>Knowledge of the economic fundamentals of business operations, the structure and functions of the management process, as well as basic concepts in corporate finance is required. Ability to apply accounting recording tools. Acquisition of the ability to record basic business transactions in accounting accounts. Ability to correctly interpret basic accounting entries, as well as knowledge of basic cost concepts.</i>				
N	Course Topics			
I	LECTURES: N/A			
II	SEMINARS: not applicable			

III	LABORATORY EXERCISES: not applicable	
IV	PRACTICAL SESSIONS: <ol style="list-style-type: none"> 1. Costs under tax law and their recording. 2. Income tax records. 3. Recording of exchange rate differences. 4. Valuation of business transactions denominated in foreign currencies. 5. Transactions in foreign currencies. 6. Timing of revenue recognition for corporate income tax purposes. 7. Negative and positive goodwill. 8. Recording of deferred tax. 9. Determination of taxable income and its accounting. 	
V	BUNA: Semester project – implementation of one of the following topics: <ol style="list-style-type: none"> 1. Recording and settling operating expenses. 2. Recording of accrued expenses. 3. Cost accounting and the entity's results. 4. Analysis of cost accounting methods. 5. Methods and records of cost calculation. 6. Controlling in cost management. 7. Cost accounting system. 8. Full and variable cost accounting. 9. Planned cost accounting. 10. Recording of revenue from core operations. 	
Learning outcomes		
Program-specific learning outcomes – symbol and description		Course-specific learning outcomes – description
in terms of <u>KNOWLEDGE</u>:		
E1_W01 Possesses comprehensive knowledge of the place of economics within the system of sciences, its nature, methodology, and connections to other scientific disciplines; knows and understands basic economic terminology, along with the application of this practical knowledge in business activities.		The student should present the essence and concept of tax and its significance in the functioning of a modern state, know the principles of operation of taxes within the Polish tax system, and possess knowledge regarding the fulfillment of tax obligations incumbent upon business entities. The student discusses the basic and records of economic operations in accounting. Defines, lists, and identifies basic concepts related to tax accounting. Understands the relationship between balance sheet profit and taxable income. Describes economic phenomena and processes occurring within a business in the context of tax accounting. The student understands the principles and fundamental differences in the valuation of assets and liabilities for balance sheet and tax purposes. Lists the legal standards and rules applicable in tax accounting.
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.		
E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.		
E1_W07 Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of the economy. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.		
E1_FiR_W1 Possesses and understands, at an advanced level, knowledge in		

<p>the fields of accounting, financial reporting and analysis, corporate financial management, financial control, and internal audit, as well as its practical application in professional practice.</p>	<p>Discusses the transformation processes of business entities in the context of tax accounting.</p>
<p>E1_FiR_W2 Is familiar with advanced methods of financial analysis and accounting.</p>	<p>Has in-depth knowledge of standards and rules and is familiar with the principles of accounting in a business.</p>
<p>E1_FiR_W4 Understands the basic concepts of fiscal and monetary policy and their impact on the functioning of economic entities and financial markets.</p>	
<p>In terms of SKILLS:</p>	
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p>	
<p>E1_U02 Is able to apply theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines</p>	<p>Interprets tax accounting phenomena within a company. Analyzes and evaluates the functioning of economic processes from an accounting perspective.</p>
<p>E1_U07 Is able to collaborate with others in teamwork or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimize them.</p>	<p>Is able to correctly apply tax laws. Applies acquired knowledge of tax accounting to the management and leadership of a company.</p>
<p>E1_FiR_U2 Is able to properly record economic transactions in accordance with applicable laws and prepare financial statements.</p>	<p>Establishes criteria for optimal solutions and engages in discussions regarding these solutions. Anticipates ways to resolve crisis situations within the enterprise.</p>
<p>E1_FiR_U4 Is able to use basic financial and accounting software and employs IT tools to analyze financial data.</p>	
<p>in the area of SOCIAL COMPETENCIES:</p>	
<p>E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.</p>	<p>Understands the need to continuously expand their knowledge of tax accounting. Is able to think and act in an entrepreneurial manner by applying economic knowledge and utilizing the latest tax solutions and regulations in business operations.</p>
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, as well as fulfill responsible roles within the team with an awareness of the decisions they make, and takes responsibility for the results of their own work and that of the entire team.</p>	<p>Actively collaborates in a team, including an international one, demonstrates creativity in recording business transactions, is familiar with the provisions of the Accounting Act (Balance Sheet Law), and applies all amendments to the law regarding the Accounting Act. The student has the ability to solve problems independently and in a group</p>
<p>E1_K03</p>	

Is willing 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 seek expert advice in this regard when facing difficulties in solving them independently.	<p>problem-solving, and the results of his work and that of the team are correct. He is able to justify the choice of the solution applied to a given problem, evaluate the results, and identify other possibilities.</p> <p>They set priorities appropriately, demonstrate responsibility for the decisions made, and are able to defend them. They are capable of logical and analytical thinking.</p> <p>Strives to work independently and effectively in understanding the functioning of accounting laws, standards, and principles at a basic level.</p>
<p>E1_K06</p> <p>Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	

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

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

Form and conditions for course completion: The course is assessed practically—grading is based on the completion of a group project + introductory quizzes testing current knowledge. BUNA—completion is based on the completion of an individual project in the area of the specified topic.

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

Office hours with the faculty member and BUNA

Types of classes	Number of hours
Attendance at lectures	
Participation in seminars	
Participation in exercises	21
Participation in lab sessions	
Consultations	
BUNA – a form of assessment in the form of a documented term paper graded by the instructor	12
Total	33

Student's independent work divided by time (examples of student work)

Type of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	10
Independent reading	10
Preparing for quizzes/tests	
Preparing for the written/oral exam in the course	

Preparing for the written/oral exam in the course	12
Total	42
Total (contact hours and BUNA + student's independent work)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA	1 ECTS
2. including the number of ECTS credits for hours completed as independent study	2 ECTS
Required reading:	
1. R. Boadway, K. Cuff, Tax Policy: Principles and Lessons, Cambridge University Press, Cambridge 2022.	
2. P.B. Chute, *Stocks, Bonds & Taxes: Textbook Edition—A Comprehensive Handbook and Investment Guide for Everyone*, Phillip B. Chute, 2020.	
Supplementary reading:	
1. 1. R. Schmidt, Small Business Taxes & Accounting Guide. LLC, Sole Proprietorship, a Startup and more – Learn How to Start and Plan a Business and Use Tax Deductions – Bonus: Quickbooks for Beginners & IRS Tips, Independently Published 2019.	
Approval: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	MANAGING PEOPLE IN ORGANIZATIONS			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X optional <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits awarded	4			
Language of instruction:	English			
Name of the PSW Faculty:	Faculty of Economic and Social Sciences			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education courses <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
18 (ZO)	0	15 (ZO)	9 (Z)	ZO/ZO/Z
* E – exam; z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented term paper evaluated by the instructor				
Course objective: <i>to acquire knowledge in the field of human resource management, to develop practical skills in leading people, and to introduce a humanistic approach to business management.</i>				
Teaching methods: <i>interactive lecture, simulation and problem-based learning. Interactive exercises, group work, independent assignments, and case studies.</i>				
Prerequisites: <i>knowledge of the economic fundamentals of business operations, as well as the structure and functions of the management process, is required.</i>				
N	Course Topics			
I	LECTURES: 1. GZL models. 2. GZL processes. 3. Efficiency and effectiveness of employee communication. 4. Determinants of the employee motivation process.			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	PRACTICAL SESSIONS: 1. Overview of GZL models. 2. Analysis of GZL processes. 3. Efficiency and effectiveness of employee communication. 4. The employee motivation process.			

V	<p>BUNA: Term paper in the form of a report/presentation – addressing one of the following topics:</p> <ol style="list-style-type: none"> 1. The process of building employee teams – examples, case studies. 2. The role of HRM in company management – examples, case studies.
Learning Outcomes	
Program-specific learning outcomes – symbol and description	Course-specific learning outcomes – details
<p>in the area of <u>KNOWLEDGE</u>:</p> <p>E1_W01 Possesses comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its connections to other scientific disciplines; knows and understands basic economic terminology, including the application of this practical knowledge in business activities. E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, in both real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice. E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the nature and determinants of entrepreneurial activities as well as the importance of innovation in building knowledge-based competitiveness</p>	<p>Discusses the relationships between economics and human resource management within an organization. Has knowledge of managing people within an organization. Knows the methods and tools of human resource management and the conditions for their application.</p> <p>Possesses practical knowledge in the field of human resource management, i.e., sub-processes such as recruitment, training, communication, motivation, teamwork, and managing people. Identifies the significance of legal standards for managing people in an organization.</p> <p>Possesses knowledge in the field of identifying, analyzing, and diagnosing specific HRM processes. Possesses knowledge regarding tools for analyzing HRM areas and their practical conditions. Is familiar with interpersonal processes relevant to managing people.</p> <p>Discusses issues related to transformation, and external and internal conditions of organizations in the context of improving HRM processes. Possesses knowledge regarding the optimization of specific HRM processes.</p> <p>He has knowledge regarding human capital in business organizations. He understands the role of human resource management and its responsibilities.</p>
<p>In terms of <u>SKILLS</u>:</p> <p>E1_U01 Can correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p> <p>E1_U02 Is able to apply theoretical knowledge and efficiently and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.</p> <p>E1_U07 Is able to collaborate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and tools that allow for their rational resolution and optimization.</p>	<p>Identifies HRM processes within an organization. Is able to identify the strengths and weaknesses of HRM in the organization, potential limitations, and prospects for HRM development. Is able to identify and apply appropriate tools for managing human resources in organizations.</p> <p>Possesses practical skills in applying tools to improve specific HRM processes, such as motivation questionnaires, communication styles, team building, and leadership styles.</p> <p>He develops and improves specific areas of HRM: recruitment, communication, teamwork, and leadership.</p>
In the area of <u>SOCIAL COMPETENCIES</u>:	

<p>E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.</p>	<p>Possesses a stimulated need to deepen knowledge in the field of GZL and to engage in continuous learning in this area. Is responsible for their own development and shaping it.</p> <p>In their professional life, they adhere to ethics in the areas of GZL, which mainly boils down to respect for others and fair and honest treatment. They are ready to work in a team and take responsibility for the tasks entrusted to them within the organization. They are able to plan and organize their own work and that of the team, and actively participate in its work.</p> <p>He or she is guided by clearly defined values when making decisions in the areas of HRM, taking into account the individuality of people within the organization.</p> <p>Is able to independently expand their knowledge in the area of managing people within an organization. Participates constructively in discussions and debates, formulates their own observations, and is open to other points of view.</p>
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, as well as fulfill responsible roles within the team with an awareness of the decisions they make, and takes responsibility for the results of their own work and that of the entire team.</p>	
<p>E1_K03 Is ready to recognize the importance of knowledge in solving problems related with the development, implementation, analysis, and evaluation of economic processes in various types of organizations, and to seek expert opinions in this regard when facing difficulties in resolving them independently.</p>	
<p>E1_K06 Is able to think entrepreneurially and communicates effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	

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

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W 01, E1_W03, E1_W08			X		X			X	X		X
E1_U01, E1_U02, E1_U07			X					X	X		X
E1_K01, E1_K02, E1_K03, E1_K06			X					X	X		X

Form and conditions for course completion: The course is assessed through a written and practical exam. A midterm exam covering lectures and seminars, and a group project during seminars. BUNA – completion of a semester project in the form of a presentation or paper.

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

Contact hours with the instructor and BUNA

Types of classes	Number of hours
Attendance at lectures	18
Participation in seminars	
Participation in practical exercises	15
Participation in lab sessions	
Consultations	
BUNA – a form of assessment in the form of a documented term paper that is graded	9

by the instructor	
Total	42
A student's independent work, broken down by time (examples of student work)	
Type of student work	Number of hours
Preparation for classes	15
Writing a paper/project/essay	
Gathering materials and preparing a presentation	10
Independent reading	15
Preparing for quizzes/tests	
Preparing for the written/oral exam in the course	
Preparation for the written/oral assessment in the subject	18
Total	58
Total (contact hours and BUNA + student's independent work)	100
	4 ECTS
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA	2 ECTS
2. including the number of ECTS credits for hours completed as independent study	2 ECTS
Primary reading:	
1. A. Trost, Human Resources Strategies, Springer Nature Switzerland AG, 2020.	
2. S. Taylor, C. Woodhams, Human Resources Management: People and Organizations, Kogan Page Ltd, London 2022.	
Supplementary reading:	
1. S.L. Verhulst, D.A. DeCenzo, Fundamentals of Human Resource Management, John Wiley & Sons Inc, Hoboken 2021.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	FINANCIAL REPORTING			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III <input checked="" type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/>	
Number of ECTS credits	3			
Language of instruction:	English			
Name of the PSW Faculty:	Faculty of Economic and Social Sciences			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education courses <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
0	0	21 (ZO)	12 (Z)	ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment in the form of a documented term paper evaluated by the instructor				
Course objective: <i>The objective of the course is to acquire the ability to apply in practice the various forms and scope of acquired knowledge regarding financial reporting, supplementing it with a critical analysis of its effectiveness and usefulness.</i>				
Teaching methods: <i>Active exercises, lectures, group project work, problem-based and situational learning. Independent assignments, practical exercises. Term paper in the form of an individual project.</i>				
Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VATowiec.</i>				
Prerequisites: <i>Knowledge of the economic fundamentals of business operations, the structure and functions of the management process, and basic concepts in corporate finance is required. Ability to apply accounting recording tools. Acquisition of the ability to record basic business transactions in accounting accounts. Ability to correctly interpret basic accounting entries, as well as knowledge of basic cost concepts.</i>				
N r	Course Topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY SESSIONS: not applicable			
IV	EXERCISES: A Conceptual Foundations of Financial Reporting 1. The Need for a Conceptual Framework			

	<ol style="list-style-type: none"> 2. The concept of fair, accurate, and material presentation of information 3. Overarching principles : prudence, going concern , consistency, comparability, accrual basis, materiality, form over substance, and others. 4. Recognition and measurement 5. Legal and economic aspects of accounting 6. Alternative models and practices <p>B Regulatory framework for financial reporting</p> <ol style="list-style-type: none"> 1. Reasons for the Existence of Regulatory Frameworks 2. The standard-setting process 3. Special-purpose entities, nonprofit organizations, and public entities <p>C Financial statements</p> <ol style="list-style-type: none"> 1. Cash flow statement 2. Property, plant, and equipment 3. Intangible assets 4. Inventories 5. Financial assets and financial liabilities 6. Rent and lease 7. Provisions for liabilities, contingent liabilities, and contingent assets 8. Impairment of assets 9. Taxation 10. Regulatory requirements for the preparation of financial statements 11. Reporting of financial results <p>D Business combinations</p> <ol style="list-style-type: none"> 1. Concept and principles of a corporate group 2. Concept of consolidated financial statements 3. Preparation of consolidated financial statements
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V	<p>BUNA: Semester project – topics related to the analysis and interpretation of financial statements:</p> <ol style="list-style-type: none"> 1. Limitations of financial statements. 2. Calculation and interpretation of financial ratios and trends for the benefit of stakeholders. 3. Limitations of data interpretation techniques. 4. Special-purpose entities, nonprofit organizations, and public entities.
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Learning Outcomes

Program-specific learning outcomes – symbol and description	Course-specific outcomes – description
in the area of <u>KNOWLEDGE</u>:	
E1_W01 The student possesses comprehensive knowledge of the place of economics within the system of sciences, its nature, methodology, and connections to other scientific disciplines; knows and understands basic economic terminology, along with the application of this practical knowledge in business activities.	Defines, lists, and identifies concepts related to financial planning. The student is familiar with the components of financial statements. The student has an advanced understanding of the methods and tools used to collect data for preparing financial statements in a business. The student evaluates financial phenomena occurring within a company. The student has an in-depth understanding of the methods and tools used to collect, analyze, and present socio-economic data. The student understands the phenomena and processes occurring within structures and institutions. The student understands the basic principles of corporate financial planning. The student is able to search for, select, and use information required for the preparation of financial statements.
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.	
E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.	
E1_W07	

<p>Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of the economy. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>	<p>The student is familiar with basic economic operations in the field of financial planning and the legal principles and norms governing these operations.</p> <p>They conduct an analysis of financial planning within a company, taking into account the transformation of entities. They assess the economic and financial conditions of business entities.</p> <p>Understands the role and capabilities of accounting policy in presenting the financial and asset position of a business entity. Knows the function and role of accounting in the management of a business entity.</p>
<p>E1_W08 Has knowledge of the processes of development and transformation of entities, institutions, and economic structures; recognizes the essence and conditions of entrepreneurial activities as well as the importance of innovation in building knowledge-based competitiveness</p>	
<p>E1_FiR_W1 Has an advanced knowledge and understanding of accounting, financial reporting and analysis, corporate financial management, financial control, and internal auditing, as well as their practical application in professional practice.</p>	
<p>E1_FiR_W2 Is familiar with advanced methods of financial analysis and accounting.</p>	
<p>E1_FiR_W3 Possesses advanced knowledge of financial reporting, corporate financial management, financial control, and internal auditing, as well as their practical application in professional practice.</p>	
<p>In terms of <u>SKILLS</u>:</p>	
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p>	<p>Designs and proposes alternative solutions for managing and directing basic economic processes occurring within the enterprise.</p> <p>Analyzes and applies acquired knowledge for managing and directing the company in the area of financial reporting.</p> <p>Establishes criteria for optimal solutions and engages in discussions regarding these solutions. Anticipates solutions to crisis situations within the company. Is able to anticipate and identify potential shortcomings in financial reporting.</p>
<p>E1_U02 Is able to apply theoretical knowledge and efficiently and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.</p>	
<p>E1_U07 Is able to collaborate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and tools to rationally resolve and optimize them.</p>	
<p>E1_FiR_U2 Is able to properly record economic transactions in accordance with applicable laws and prepare financial statements.</p>	
<p>In the area of <u>SOCIAL COMPETENCIES</u>:</p>	
<p>E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties with solving a problem independently</p>	<p>Strives to work independently and effectively in understanding the functioning of laws, standards, and principles for preparing financial statements relevant to decision-makers. Is ready to critically assess their knowledge in the area of financial reporting and recognizes</p>

<p>E1_K02 Is able to actively collaborate in teams, including international ones and take on various roles while respecting social, cultural, and legal norms, and to fulfill responsible roles within the team with an awareness of the decisions they make, as well as taking responsibility for the results of their own work and that of the entire team.</p>	<p>the role of knowledge in solving practical problems related to the preparation of financial statements.</p>
<p>E1_K03 Is prepared 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 seek expert advice in this regard when unable to solve such problems independently.</p>	<p>Is able to apply all amendments to the Accounting Act. Willingly works in a team while maintaining an assertive attitude.</p> <p>Demonstrates initiative in preparing financial statements; based on available source materials, identifies and analyzes the financial situation of entities, and is familiar with the provisions of the Accounting Act.</p>
<p>E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>Independently supplements and improves their knowledge in the field of financial reporting. Understands the need to continuously strive to expand their knowledge and skills regarding accounting standards.</p>

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

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W_01, E1_W03, E1_W04, E1_W07, E1_W08, E1_FiR_W1	X		X		X		X	X	X	X	X
E1_U01, E1_U02, E1_U07	X		X				X			X	X
E1_K01, E1_K02, E1_K03, E1_K06	X		X				X			X	X

Form and conditions for course completion:
The course is assessed through a written exam for a passing grade and a group project presentation. BUNA – an independent project serving as a term paper.

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

Contact hours with the instructor and BUNA	
Types of classes	Number of hours
Attendance at lectures	
Participation in seminars	
Participation in exercises	21
Participation in lab sessions	

Consultations	
BUNA – a form of assessment in the form of a documented term paper graded by the instructor	12
Total	33
Student's independent work divided by time (examples of student work)	
Type of student work	Number of hours
Preparation for classes	14
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	13
Preparing for quizzes/tests	
Preparing for the written/oral exam in the course	
Preparing for the written/oral assessment in the subject	15
Total	42
Total (contact hours and BUNA + student's independent work)	75
	3 ECTS
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA	1.5 ECTS
2. including the number of ECTS credits for hours completed as independent study	1.5 ECTS
Primary literature: (up to 3 items)	
1. B. Elliott, J. Elliott, *Financial Accounting and Reporting*, PEARSON Education Limited, London 2022.	
2. R. Hussey, A. Ong, Understanding Financial Reporting Standards: A Non-Technical Guide, World Scientific Pub Co Inc, Singapore 2023.	
Supplementary reading:	
1. M. Allegrini-Silva, Financial Reporting and Analysis, McGraw-Hill Education, New York 2024.	
Approved by: Vice Rector for Academic Affairs	

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:		DIPLOMA SEMINAR		
Field of Study:		ECONOMICS		
Level of study*:		First-cycle (Bachelor's) Second-cycle (Master's)		
Program profile:		Practical		
Type of program*:		full-time / part-time		
Type of classes*:		required <input checked="" type="checkbox"/> optional <input type="checkbox"/> elective <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input checked="" type="checkbox"/> III <input checked="" type="checkbox"/>	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/>	
Number of ECTS credits		2+2+4		
Language of instruction:		English		
Contact (phone/email):		tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl		
Course group in which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> 		
Instructor(s):		According to the curriculum		
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
0	0	15+15+15 (ZO)	12+12+30 (Z)	ZO/Z
* E – exam; Z – pass; ZO – pass with grade; **BUNA – form of assessment in the form of a documented term paper evaluated by the instructor				
Course objective: <i>to develop the concept of the thesis—its topic and structure (Stage II). The student should be able to present the topic of their thesis and outline its structure, while also presenting the methodology they have adopted. The discussion accompanying this stage should address the subject of the thesis, as well as the proposed method for solving the research problem.</i>				
Teaching methods: <i>assimilation of knowledge through storytelling, identifying models, and discussing problems, as well as practical exercises—including the use of available secondary factual sources and primary field measurements. Term project.</i>				
Prerequisites: <i>knowledge of scientific writing (Proseminar).</i>				
No.	Course Topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY SESSIONS: not applicable			
IV	PRACTICAL 1. Designing your own research. 2. Drawing conclusions based on empirical data.			
V	BUNA Term paper – completion of an independent project – research and analysis of related (analogous) issues in the literature – domestic and international academic journals – case study.			
Learning Outcomes				
Course-specific learning outcomes – details				

Program-specific outcomes – symbol and details	
in the area of <u>KNOWLEDGE</u>:	
E1_W10 Knows and understands the basic principles of industrial property protection and copyright law, with particular emphasis on the specialization studied within the economics program.	<p>Characterizes methods and techniques for studying bonds and relationships in B2B, B2C, C2C, B2E, and B2G contexts, as well as the patterns observed in this area, relating them to the field of study and the research problem. Discusses research methods and techniques related to secondary and primary sources, as well as the analysis (synthesis) and interpretation of the results obtained regarding a specific research problem. Knows the principles of using literature while respecting copyright and protecting data from competitors.</p> <p>Has knowledge of research planning and modern data collection techniques and research tools appropriate to the chosen thesis topic.</p>
E1_W13 Is familiar with the substantive, methodological, and formal requirements for preparing a thesis, the drafting and submission of which for evaluation are governed by the thesis procedure in the field of economics.	
E1_FiR_W1 Possesses structured and in-depth knowledge of the nature, principles, and instruments of modern finance, including public finance and financial markets.	
E1_FiR_W2 Is familiar with advanced methods of financial analysis and accounting.	
E1_FiR_W3 Possesses advanced knowledge in the areas of financial reporting, corporate financial management, financial control, and internal audit, as well as their practical application in professional practice.	
In terms of <u>SKILLS</u>:	
E1_U08 Possesses the ability to plan and organize the process of writing papers on specific topics using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with a selected specialization in the field of economics).	<p>Can properly design a research process by formulating a scientific research problem and selecting a research method to solve it.</p>
E1_FiR_U3 Is able to prepare and interpret a budget and plan a company's cash flows; is also able to apply methods for evaluating investment projects.	
In terms of <u>SOCIAL COMPETENCIES</u>:	
E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when facing difficulties in solving a problem independently.	<p>Is prepared to present views substantively and boldly and to justify the results obtained from independently conducted research.</p> <p>Defines a sequence of actions—a schedule—enabling the achievement of the research objective specified by the thesis topic. Is able to actively collaborate in research teams.</p>
E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms; takes on responsible roles within the team with an awareness of the decisions made, and accepts responsibility for the results of their own work and that of the entire team.	

Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)											
Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W10, E1_W13						X				X	
E1_U08						X				X	
E1_K01, E1_K02						X				X	
<p>Form and conditions for course completion: Completion of a practical research project along with a discussion of the obtained results; partial assessments based on stage-by-stage tasks related to literature review, final assessment based on a comprehensive study of the topic presented in the bachelor's thesis, prepared in accordance with the established requirements for this type of thesis. BUNA – term paper, a project on a specified topic.</p>											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the academic instructor and BUNA											
Types of classes										Number of hours	
Attendance at lectures											
Participation in seminars											
Participation in exercises										15+15+15	
Participation in lab sessions											
Office hours (2 hours per lecture, 1 hour per exercise, seminar, or seminar group)											
BUNA – a form of assessment consisting of a documented term paper graded by the instructor										12+12+30	
Total										27+27+45	
Student workload										Number of hours	
Preparation for classes										10+10+25	
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading										13+13+30	
Preparing for quizzes/tests											
Preparing for the written/oral exam in the course											
Preparing for the written/oral assessment in the course											
Total										23+23+55	
Total (contact hours and BUNA + student's independent work)										200	
										2+2+4 ECTS	
1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA										4 ECTS	
2. including the number of ECTS credits for hours completed as independent study										5 ECTS	
<p>Primary literature: (up to 3 items)</p> <ol style="list-style-type: none"> Zenderowski A., <i>Master's and Bachelor's Theses</i>, CeDeWu Publishing House, Warsaw 2022. Siuda P., Wasylezyk P., <i>Scientific Publications: A Practical Guide</i>, e-book, WN PWN, Warsaw 2018. Burniewicz J., <i>Philosophy and Methodology of Economic Sciences</i>, WN PWN, Warsaw 2022. <p>Supplementary reading:</p> <ol style="list-style-type: none"> Stepień B., <i>Principles of Writing Academic Texts</i>, WN PWN, Warsaw 2016. Trzęsicki, K., <i>Introduction to Social Science Methodology</i>, UB Press, Białystok 2018. Kędzior, D., Molo, M., Surówka, M., <i>Research Issues in Contemporary Finance</i>, e-book, Poltex Publishing House, Warsaw 2021. 											
<p>Approved by: Vice Rector for Academic Affairs</p>											

SYLLABUS
ACADEMIC CYCLE 2025–2028
Poviślńska Academy of Applied Sciences, Kwidzyn
Faculty of Economic and Social Sciences

Course Title:	Professional Internship			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/>	supplementary <input type="checkbox"/>	elective <input type="checkbox"/>	
Year and semester of study*:	Year of study*: Oct. 1– –Oct. 2 Oct.	Semester*: 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/>		
Number of credits awarded ECTS	13+6+9+3+6			
Language of instruction:	English			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	PZ**	Assessment method*
0	0	0	320+160+240+80+160 (Z)	Z

* E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment consisting of a documented term paper evaluated by the instructor; PZ – professional internship

Course objective: The main objective of the professional internship is to support the practical application of the curriculum. The internship is mandatory for undergraduate students. The internship lasts a minimum of two to eight weeks. Students should only be placed with entities/institutions that express a willingness to provide them with the conditions necessary to achieve the standard learning outcomes assigned to the professional internship, in accordance with this syllabus (which also serves as an appendix to the applicable professional internship agreement). Detailed rules for completing internships are set forth in the Regulations on Student Professional Internships.

Course Syllabus:

The professional internship enables students to engage with the immediate work environment, including fostering an appropriate attitude toward employees and the responsibilities associated with professional practice in local government, non-governmental, and other institutions operating in the public sphere. The internship should teach students to actively and constructively assume various roles within the economic, local, and regional spheres. It prepares students to apply the knowledge, skills, and social competencies useful in solving economic problems that arise in professional work consistent with their field of study, as well as to gain professional experience.

The internship should also serve as a trial run for the student's economic, social, and administrative work. Internship

Professional practice is also a key element in shaping the attitudes and personality traits necessary for working as an economist and serving as a catalyst for social life. The functions of professional practice—cognitive, educational, and formative—significantly complement its primary practical function.

The purpose of this part of the program is to practically verify the theoretical knowledge acquired during studies and to integrate it into practical action. Completing the internship thus enables students to familiarize themselves with the specifics of the work and the functioning of institutions in a practical context.

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

Prerequisites : *knowledg in subjects basic in and and specialization. e*

N r	Course topics
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I	LECTURES: not applicable
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II	SEMINARS: not applicable
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III	LABORATORY SESSIONS: not applicable
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IV	PRACTICAL SESSIONS: not applicable
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V	<p>Final Exam</p> <p>Students choose their own internship placement and may take advantage of both external and university-sponsored opportunities.</p> <p>Internships for FiR students may take place at the following institutions:</p> <ul style="list-style-type: none"> • financial institutions: banks, accounting firms, tax offices, • insurance institutions: ZUS, KRUS, insurance companies • state and local government: City and Municipal Offices (finance departments), • non-governmental: foundations, associations (financial departments). <p>Enterprises organized under various legal and organizational forms and engaged in various types of activities (financial departments).</p> <p>The aim of the internship is to prepare students professionally for work in selected institutions, enterprises, and organizations by familiarizing them with financial and accounting issues, as well as the specifics of the operations conducted, including the scope of cooperation with other economic entities. An integral part of the internship is also learning about the methods and techniques used in accounting and financial operations, as well as obtaining the information necessary to navigate the changing market.</p> <p>Students learn to analyze the scope of operations of an institution (government agency, organization, or company) and its immediate and broader environment. They also study the analysis of operating conditions, as well as the development of strategies and plans (mission, strategy). Methods of economic analysis, including financial analysis, and their application in the entity’s decision-making processes. Principles of the entity’s cooperation with external parties, as well as methods and tools for shaping relationships with the environment, as applied within the entity. Analysis of the organization’s specific characteristics and assessment of its market prospects.</p> <ul style="list-style-type: none"> • Acquires the ability to use the financial and accounting IT system within a given entity. • Acquires skills in the area of the entity’s interactions with clients, businesses, and government agencies. • Acquires the ability to use IT systems supporting the unit’s operations, and to improve individual and teamwork skills in performing tasks at specific job positions. • Acquires the ability to adapt to increasing professional demands. • Acquires skills in preparing financial reports and conducting financial analysis. • Acquires skills in documenting basic events occurring within the organization.
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Learning Outcomes	
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Program-specific learning outcomes – code and description	Course-specific learning outcomes – detailed description
in terms of <u>KNOWLEDGE</u>:	
E1_W02 Knows and understands economic conditions, forms, and standards, as well as phenomena and processes related with the market. Has knowledge of economic structures and institutions, as	The student is familiar with legal standards, as well as rules, instructions, and other documents that organize the operations of the entity where they are completing their professional internship.

<p>as well as their components, characteristics, and development.</p>	
<p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions on a microeconomic and sectoral levels, both in the real and monetary dimensions, within the scope of their chosen specialization in the field of economics. Knows how to apply this knowledge in practice.</p>	<p>The student knows and understands the principles of industrial property protection and trade secret protection as they apply to the entity where the professional internship is taking place.</p>
<p>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods, as well as IT tools used to collect, analyze, and present economic and social data, and their practical application in professional practice.</p>	<p>The student has knowledge of the essence of entrepreneurship, is familiar with specific legal regulations, as well as relevant procedures (documentation specific to the field of study), describing the processes taking place at the entity where the internship is conducted, as well as the determinants of its development.</p>
<p>E1_W12 Has advanced knowledge of modern IT systems and techniques and their practical applications in accordance with the field of study.</p>	<p>The student possesses the knowledge to select appropriate methods and tools, including advanced information and communication technology (ICT) techniques.</p>
<p>E1_FiR_W4 Is familiar with the basic issues of fiscal and monetary policy and their impact on the functioning of economic entities and financial markets.</p>	
<p>In terms of SKILLS:</p> <p>E1_U02 Is able to apply theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.</p> <p>E1_U09 Is prepared to perform tasks innovatively and solve complex and unusual problems under conditions of risk and uncertainty, using normative systems and specialized terminology.</p> <p>E1_U10 Independently identifies, diagnoses, and resolves problems and applies various solution options in business practice, in connection with the studied specialization</p> <p>E1_U11 Uses a foreign language at the B2 level of the Common European Framework of Reference for Languages and is able to use it in situations related to business activities.</p> <p>E1_FiR_U2 Is able to correctly record business transactions in accordance with applicable laws and prepare financial statements.</p>	<p>The student correctly applies standards, procedures, instructions, and other documents comprising the regulatory framework to solve tasks and problems in the workplace at the entity where the professional internship is taking place.</p> <p>The student is able to formulate practical recommendations for decision-makers at various levels of decision-making within an organization, as well as present views, ideas, and comments based on theory and perspectives within the field of study.</p> <p>The student applies the acquired economic knowledge and insights gained from professional internships while independently performing assigned tasks in work positions consistent with their field of study.</p> <p>They are able to communicate with their environment and justify their position based on their ability to use a foreign language at the B2 level of the Common European Framework of Reference for Languages</p>

<p>E1_FiR_U4 They are able to use basic financial and accounting software and utilize IT tools for financial data analysis.</p>	<p>Language Education Description</p>
<p>in the area of SOCIAL COMPETENCIES:</p>	
<p>E1_K01 is ready to critically assess their level of knowledge, recognizes the importance of knowledge in solving cognitive and practical problems, and seeks expert advice when encountering difficulties in solving a problem independently.</p>	<p>The student is able to appropriately prioritize tasks to achieve goals related to the completion of professional internships in specific job positions, taking responsibility for the results of their work.</p>
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, as well as fulfill responsible roles within the team with an awareness of the decisions they make, and takes responsibility for the results of their own work and that of the entire team.</p>	<p>The student is able to appropriately identify, diagnose, and resolve dilemmas related to task execution, and seeks optimal and reliable solutions to problems in specific job positions.</p> <p>The student is able to independently expand their knowledge and skills related to the implementation of the internship in specific job positions and is open to new ideas and techniques for learning the profession, in accordance with their field of study.</p>
<p>E1_K05 Understands ethical issues in relation to the tasks performed and business activities, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and culture, and cares for the achievements and traditions of the profession.</p>	<p>The student is able to think and act in an entrepreneurial manner, communicates effectively with others while performing tasks related to the professional internship at specific job positions, assesses the risks of their actions, and develops resilience to failure in the practice of their profession.</p>
<p>E1_K06 Is able to think entrepreneurially and communicates effectively with others, adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>The student is guided by business ethics and social responsibility, as well as respect for others and loyalty to the members of the organization where the professional internship is taking place in specific job positions.</p>

Methods for assessing learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)

Outcomes (symbol)	Exam	Oral exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Project	Project
E1_W02, E1_W03, E1_W04								X	X		
E1_U02, E1_U09, E1_U10								X	X		
E1_K01, E1_K02,								X	X		

E1_K05,											
E1_K06,											

Form and conditions for course completion:
 The professional internship is subject to the same credit requirements as other academic courses. Academic and educational supervision of students undergoing internships is provided by the company internship supervisor at the site where the student is completing the internship, as well as by the university internship supervisor appointed by the Vice Rector for Academic and Student Affairs.

Student workload required to achieve learning outcomes in hours:

- 320 hours in the second semester
- 160 hours in the third semester,
- 240 hours in the fourth semester,*
- 80 hours in the fifth semester,*
- 160 hours in the sixth semester*.

Required reading: *(up to 3 items)*

1. Internal documentation of the entity (e.g., bylaws, regulations, management policies, instructions, etc.).

Supplementary reading: *(up to 5 items)*

1. Internship program.

**Approval: Vice Rector
for Academic Affairs**

SYLLABUS
ACADEMIC CYCLE 2025–2028
Powiślańska Academy of Applied Sciences, Kwidzyn
Faculty of Economic and Social Sciences

Course Title:	FOREIGN LANGUAGE			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required <input checked="" type="checkbox"/>	optional <input type="checkbox"/>	elective <input type="checkbox"/>	
Year and semester of study*:	Year of study*: I X II X III <input type="checkbox"/>		Semester of study*: 1 X 2 <input type="checkbox"/> 3 X 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits awarded	3+2+3			
Language of instruction:	English			
Name of the PSW Faculty:	Faculty of Economic and Social Sciences			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education courses <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization courses <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
0	0	24+24+24 (E)	10+10+10 (Z)	E/Z
*E – exam; Z – pass; ZO – pass with grade; **BUNA – assessment in the form of a documented term paper evaluated by the instructor				
Course objective: <i>to acquire knowledge and practical skills in using a foreign language in the field of business at the B2 CEFR level, to achieve an appropriate level of English proficiency, and to obtain the Pearson English International Certificate</i>				
Teaching methods: <i>knowledge assimilation – textbook work, exercises, level test, readiness test, question bank, guide, tips provided by PEARSON, term paper.</i>				
Prerequisites: <i>language proficiency at the B1 CEFR level</i>				
No.	Course Topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			

III	LABORATORY SESSIONS: not applicable
IV	PRACTICAL SESSIONS: <ul style="list-style-type: none"> • Employer – employees. • Topics related to the chosen specialization. • Describing people at work. • Communication in business relationships (adverbs of manner). • Key professions in the broad field of economics. • Types of contracts, salaries, characteristics of professions, and skills associated with each profession.
V	BUNA: Semester project in the form of a project based on texts for independent reading and analysis, practical conversation exercises related to the topics covered, and knowledge expansion.
Learning Outcomes	
Program-specific learning outcomes – symbol and description	Course-specific outcomes – details
in the area of <u>KNOWLEDGE</u>: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> E1_W11 Knows the vocabulary and rules for using foreign languages at proficiency levels A1 and B2 of the Common European Framework of Reference for Languages </div>	The student uses vocabulary related to the field of study in accordance with the requirements specified for levels A1 and B2 of the Common European Framework of Reference for Languages. The student understands the principles of establishing and developing various forms of entrepreneurship. The student distinguishes between the economic and ethical considerations of different types of professional activities in the private sector.
In terms of <u>SKILLS</u>: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> E1_U04 Communicates effectively and accurately using terminology from the field of economics and related disciplines, both within a work team and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an engaging and persuasive manner. </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> E1_U11 Uses a foreign language at the B2 level of the Common European Framework of Reference for Languages and is able to use it in situations related to professional activities. </div>	Possesses the ability to communicate in a foreign language at the B2 level of the Common European Framework of Reference for Languages within the field of study. Communicates using vocabulary related to the field of economics, in accordance with the requirements specified for level B2 of the Common European Framework of Reference for Languages.
In the area of <u>SOCIAL COMPETENCIES</u>: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> E1_K01 Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when unable to solve a problem independently. </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> E1_K06 Is able to think entrepreneurially and communicates effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress. </div>	Understands the need for continuous improvement of foreign language skills in a changing environment. He is open to improving his language skills through various methods and is open to new techniques for learning a foreign language. He is able to collaborate in teams, particularly international ones, by utilizing his communication skills.

Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES</i>)											
Outcomes (symbol)	Written exam			Essay/paper	Assignments,	Presentation	Presentation	Class participation	Participation in	Project	Project
E1_W11	X	X			X			X	X	X	X
E1_U04, E1_U11	X	X			X			X	X	X	X
E1_K01, E1_K06	X	X			X			X	X	X	X
<p>Course requirements and grading criteria:</p> <p>BUNA – completion of a semester-long project (individual or group) followed by a presentation. Final exam assessing the use of a foreign language in speaking and writing, covering general topics and the student’s field of study. Internal written exam covering three semesters. Exam provided by PEARSON ENGLISH INTERNATIONAL CERTIFICATE.</p>											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the academic instructor and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in exercises									24+24+24		
Participation in lab sessions											
Office hours (2 hours per lecture, 1 hour per exercise, seminar, or seminar group)											
BUNA – a form of assessment in the form of a documented term paper graded by the instructor									10+10+10		
Total									34+34+34		
A student's independent work, broken down by time (examples of student work)											
Type of student work									Number of hours		
Preparation for classes									10+0+10		
Writing a paper/project/essay											
Gathering materials and preparing a presentation									10+0+10		
Independent reading									10+0+10		
Preparing for quizzes/tests											
Preparing for the written/oral exam in the subject									0+16+0		
Preparation for the written/oral course assessment									11+0+11		
Total									41+16+41		

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

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	IT SYSTEMS IN ACCOUNTING			
Field of study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of credits ECTS	3			
Language of instruction:	English			
Name of the PSW Faculty:	Faculty of Economic and Social Sciences			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
A group of courses through which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
0	0	21 (ZO)	12 (Z)	ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented term paper evaluated by the instructor				
Course objective: <i>to understand the principles of operation of modern IT systems supporting corporate accounting and finance; to develop skills in using information technology for recording and analyzing financial data; to build competencies in the use of accounting software, reporting, and process automation; to understand the importance of information security; and to prepare students for the practical application of IT tools in the accounting department.</i>				
Teaching methods: <i>practical exercises, working with computer software, term project—an independently completed project—assignment.</i>				
Teaching tools: <i>Symfonia software. Modules: Finance and Accounting, VAT.</i>				
Prerequisites: <i>basic knowledge of economics and the fundamentals of accounting.</i>				
No.	Course Topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY SESSIONS: not applicable			
IV	PRACTICAL EXERCISES: <ol style="list-style-type: none"> 1. Chart of Accounts and Related Files 2. Accounting records 3. Finance and settlements 4. Fixed assets 5. Import and Contextual Posting 6. Files 7. Declarations 8. Financial statements and reports 9. Functions and rules for using the selected financial and accounting system – Sage Symfonia Finance and Accounting, HR and Payroll, Płatnik 			

V	<p>BUNA: Preparation of a project as a term paper, covering the following topics:</p> <ol style="list-style-type: none"> 1. Statistical reporting. 2. Organization of financial and accounting services. 3. Accounting documentation and document flow. 4. Company accounting policies. 5. Recording forms and techniques. 		
	Learning outcomes		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="188 465 798 562" style="width: 50%;">Program-specific learning outcomes – code and description</th> <th data-bbox="798 465 1406 562" style="width: 50%;">Course-specific outcomes – description</th> </tr> </thead> </table>		Program-specific learning outcomes – code and description	Course-specific outcomes – description
Program-specific learning outcomes – code and description	Course-specific outcomes – description		
<p>in the area of <u>KNOWLEDGE</u>:</p>			
<p>E1_W01 Has a comprehensive understanding of the place of economics within the academic system, its nature, methodology, and connections to other academic disciplines; knows and understands basic economic terminology and can apply this practical knowledge in business activities.</p>	<p>Defines the concepts related to accounting in the context of their application in IT systems.</p> <p>Possesses knowledge regarding economic phenomena and their documentation (recording) and consequences for business operations.</p> <p>Discusses the principles, forms, and techniques related to corporate accounting, as well as reporting within an organization and its relationship to higher-level legal acts. Uses mathematical and statistical methods as well as IT tools used for collecting, analyzing, and presenting data within the scope of IT systems in accounting. Applies IT tools to achieve the intended learning outcomes.</p> <p>Explains the significance of technical and organizational rules related to the recording of economic events in dedicated software, and identifies the tasks of financial and accounting departments within an organization. Applies appropriate IT tools in accounting.</p> <p>Characterizes transformation processes in accounting IT systems. Knows and uses the tools necessary for the transformation process in accounting IT systems.</p>		
<p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.</p>			
<p>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice</p>			
<p>E1_W07 Possesses the knowledge necessary to conduct business activities; explains and illustrates the significance of norms and rules (legal, technical-organizational, moral, ethical) governing the structures and institutions of the economy. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>			
<p>E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the essence and determinants of entrepreneurial activities as well as the importance of innovation in building knowledge-based competitiveness</p>			
<p>E1_FiR_W2 Is familiar with advanced methods of financial analysis and accounting.</p>			
<p>E1_FiR_W3 Possesses advanced knowledge in the areas of financial reporting, corporate financial management, financial control, and internal audit, as well as their practical application in professional practice.</p>			
<p>In terms of <u>SKILLS</u>:</p>			

<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p>	
<p>E1_U02 Is able to apply theoretical knowledge and efficiently and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.</p>	<p>Observes and interprets economic events occurring in accounting.</p> <p>Collects data on specific economic phenomena, uses organizational documentation (reports) as sources of primary and secondary data. Applies acquired knowledge and practical insights to independently prepare reporting documents.</p>
<p>E1_U07 Is able to collaborate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimize them.</p>	<p>Predicts trends based on documented economic phenomena—such as activity reports. Possesses the ability to observe, understand and analyze economic events, and document them using specialized software designed for this purpose.</p>
<p>E1_FiR_U2 Is able to properly record economic transactions in accordance with applicable laws and prepare financial statements.</p>	
<p>E1_FiR_U4 Is able to use basic financial and accounting software and employs IT tools to analyze financial data.</p>	
<p>In the area of SOCIAL COMPETENCIES: E1_K01</p>	
<p>Is willing to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks expert advice when unable to solve a problem independently.</p>	
<p>E1_K02 Is able to actively collaborate in teams, including international ones, and take on various roles while respecting social, cultural, and legal norms, as well as fulfill responsible roles within the team with an awareness of the decisions they make, and takes responsibility for the results of their own work and that of the entire team.</p>	<p>Understands the need to learn and expand knowledge in the field of accounting techniques. Independently expands knowledge in the field of IT systems in accounting. Demonstrates initiative and independence in professional activities. Understands the need for systematic learning and exploring new opportunities related to IT systems in accounting.</p> <p>Actively collaborates within a team using IT systems in accounting, including international teams. Is able to adapt their behavior to various situations the company faces.</p>
<p>E1_K03 He is prepared 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 seek expert advice in this regard when he is unable to resolve such issues on his own.</p>	<p>Correctly identifies, diagnoses, and resolves dilemmas regarding issues with the flow of documentation related to business transactions. Is able to independently expand their knowledge of IT systems in accounting.</p>
<p>E1_K06 Is able to think entrepreneurially and communicates effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>Is willing to improve their knowledge and skills in connection with changes legal acts and technical capabilities related to the circulation of documentation of economic events within entities. Is able to supplement and improve acquired knowledge and skills in the field of accounting within the scope of IT systems in accounting.</p>

Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCIES)											
Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08			X					X	X	X	
E1_U01, E1_U02, OE1_U7			X					X	X	X	
E1_K01...K03, E1_K06								X	X	X	
Form and conditions for course completion: Working with IT systems designed for accounting, BUNA – completion of an independent project; assessment based on the completed project, 5–7-minute quiz.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the instructor and BUNA											
Types of classes										Number of hours	
Participation in lectures											
Participation in seminars											
Participation in exercises											
Participation in laboratory classes										21	
Office hours (2 hours per lecture, 1 hour per exercise, seminar, or seminar group)											
BUNA – a form of assessment consisting of a documented term paper graded by the instructor										12	
Total										33	
Student's independent work divided by time (examples of student work)											
Type of student work										Number of hours	
Preparation for classes										10	
Writing a paper/project/essay										20	
Gathering materials and preparing a presentation											
Independent reading											
Preparing for quizzes/tests										12	
Preparing for the written/oral exam in the course											
Preparing for the written/oral assessment in the course											
Total										42	
Total (contact hours and BUNA + student's independent work)										75	
										3 ECTS	
1. including the number of ECTS credits for contact hours with direct participation by an academic instructor, including BUNA										1.5 ECTS	
2. including the number of ECTS credits for hours completed as independent study										1.5 ECTS	
Primary reading: (up to 3 items)											
1. T. Boczko, Information Systems in Accounting and Finance. A European Perspective, Springer, Berlin 2023.											
2. A.B. Weickgenannt, M.K. Copeland, Accounting Information Systems: Controls and Processes, John Wiley & Sons Inc, Hoboken 2022.											
Supplementary reading: (up to 5 titles)											
1. S. Walz, R. Rupp, *Financial Accounting with SAP S/4HANA: Business User Guide*, SAP PR, 2023.											
Approved by: Vice Rector for Academic Affairs											

SYLLABUS ACADEMIC CYCLE 2025–2028 Powiślańska Academy of Applied Sciences, Kwidzyn Faculty of Economic and Social Sciences				
Course Title:	FINANCIAL ACCOUNTING			
Field of Study:	ECONOMICS			
Level of study*:	First-cycle (Bachelor's) Second-cycle (Master's)			
Program profile:	Practical			
Type of program*:	full-time / part-time			
Type of classes*:	required X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits awarded	5			
Language of instruction:	English			
Name of the PSW Faculty:	Faculty of Economic and Social Sciences			
Contact (phone/email):	tel. 55 615 13 73 Email: dziekanat@psw.kwidzyn.edu.pl			
Course group in which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education courses <input type="checkbox"/> • core subjects <input type="checkbox"/> • major-specific subjects <input type="checkbox"/> • specialization subjects <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> 			
Instructor(s):	According to the curriculum			
Lectures	Seminars	Practical exercises	BUNA**	Assessment method*
18 (ZO)	0	21 (ZO)	25 (Z)	ZO/ZO/Z
* E – exam; Z – pass; ZO – pass with a grade; **BUNA – a form of assessment consisting of a documented term paper evaluated by the instructor				
Course objective: <i>The course “Financial Accounting” is a continuation of the course “Accounting.” It delves deeper into the issues related to bookkeeping and the preparation of financial statements. Its aim is to equip students with knowledge regarding the definition and identification of selected liabilities and assets, as well as revenues and costs; methods of valuing individual components of financial statements; and the types and methods of their accounting records. In addition, the course aims to develop students’ skills related to the proper valuation and recognition of individual assets, liabilities, revenues, and expenses in financial statements; the use of various forms of accounting records and tools, depending on the company’s information needs; and the recording of VAT on purchases and sales.</i>				
Teaching methods: <i>interactive lecture using audiovisual aids, seminars, term paper—an independently completed project. Interactive exercises, discussions, group work, problem-based and situational learning.</i> Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VATowiec.</i>				
Prerequisites: <i>knowledge of the economic fundamentals of business operations, the structure and functions of the accounting system, as well as basic concepts in finance is required.</i>				
N r	Course Topics			
I	LECTURES: 1. Introduction to Financial Accounting: <ul style="list-style-type: none"> • the company's accounting system, • financial statements, • accounting books, • fundamental accounting principles. 2. Cash assets: <ul style="list-style-type: none"> • cash transactions, • non-cash transactions, 			

	<ul style="list-style-type: none"> • other monetary funds. <p>3. VAT:</p> <ul style="list-style-type: none"> • legal basis for the value-added tax, • tax liability, tax base, tax rate, tax obligation, • VAT pass-through rules, • VAT settlements. <p>4. Records of settlements:</p> <ul style="list-style-type: none"> • settlements, reconciliations, claims – differences, • valuation and inventory of settlements, • settlement ledger accounts. <p>5. Fixed assets in the records:</p> <ul style="list-style-type: none"> • definition and classification of fixed assets, • methods of valuing fixed assets and intangible assets, • tools and accounts for tracking fixed assets and intangible assets, • depreciation and its methods, • impairment and revaluation of fixed assets—impairment losses. <p>6. Inventory and supplies:</p> <ul style="list-style-type: none"> • definition and differences between inventory and supplies, • valuation methods for materials and goods, • recording of goods and materials transactions, • recording tools and how to use them. <p>7. Costs in a business:</p> <ul style="list-style-type: none"> • expense, cost, and expenditure—differences and definitions, • classification of costs, • cost accounting systems, • introduction to cost calculation. <p>8. Product turnover:</p> <ul style="list-style-type: none"> • definition of finished goods, semi-finished goods, and work in progress, • methods of product costing and valuation, • records of product outflows, inflows, and sales.
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	<p>EXERCISES:</p> <ol style="list-style-type: none"> 1. Basic concepts of financial accounting. 2. Cash and non-cash transactions. 3. Recording of promissory notes and other securities. 4. Recording of settlements and claims. 5. Recording of Value-Added Tax (VAT). 6. Inventory records. 7. Inventory records. 8. Valuation of a business entity's assets. 9. Financial results of a business entity and their records. 10. Working with Comarch ERP Optima software.
V	<p>BUNA:</p> <p>Semester project in the form of a paper/presentation – independent analysis of the following topics:</p> <ol style="list-style-type: none"> 1. Record of bank loans. 2. Payroll records. 3. VAT settlements. 4. Records and settlement of material purchases. 5. Records of material purchase costs. 6. Valuation and record-keeping of goods transactions. 7. Rules for determining prices and margins in goods turnover. 8. Depreciation of the company's fixed assets. 9. Basic financial statements and their analysis.
Learning outcomes	
Program-specific learning outcomes – symbol and description	Course-specific learning outcomes – description
in terms of <u>KNOWLEDGE</u>:	
E1_W01 Possesses comprehensive knowledge of the role of economics	Defines, lists, and identifies basic concepts related to financial accounting. Possesses

<p>in the field of economics, its nature, methodology, and connections to other academic disciplines; knows and understands basic economic terminology, including the practical application of this knowledge in business operations.</p>	<p>knowledge of how a business operates, the economic events occurring within it, and their impact on the company's financial and asset position.</p>
<p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures, and institutions at the microeconomic and sectoral levels, both in real and monetary terms, including within the scope of a selected specialization in the field of economics. Knows how to apply this knowledge in practice.</p>	<p>Discusses the basic recording of economic transactions in financial accounting. Describes theories and research methods that explain the complex relationships between them and their application in identifying and interpreting economic phenomena and processes.</p>
<p>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods as well as IT tools used for the collection, analysis, and presentation of economic and social data, and their practical application in professional practice.</p>	<p>Describes tools and methods used in recording economic transactions. Knows how to value individual components of financial statements, as well as the types of their accounting records.</p>
<p>E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions, and structures; recognizes the essence and determinants of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness</p>	<p>Discusses the legal implications applicable to financial accounting. Has in-depth knowledge of , detailed , and issues regarding the valuation and recording of cash, accounts receivable and payable, property, plant, and equipment, and intangible assets. Has an in-depth knowledge of and and understands the legal requirements related to bookkeeping in business operations,</p>
<p>E1_FiR_W1 Has an advanced knowledge and understanding of accounting, financial reporting and analysis, corporate financial management, financial control, and internal auditing, as well as their practical application in professional practice.</p>	<p>Analyzes basic economic processes and phenomena occurring within a business. Is able to value the consumption of materials and goods.</p>
<p>E1_FiR_W2 Is familiar with advanced methods of financial analysis and accounting.</p>	<p>Has knowledge of standards and rules and understands the principles of accounting in a company.</p>
<p>In terms of <u>SKILLS</u>:</p>	
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political, and cultural changes.</p>	<p>Designs and proposes alternative solutions for managing and directing basic economic occurring within the company. Perceives, observes, and possesses the ability to reason logically and interpret economic events occurring within the company.</p>
<p>E1_U02 Is able to apply theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena within the scope of economic disciplines.</p>	<p>ly implements the acquired knowledge in the management and leadership of the enterprise. Establishes criteria for optimal solutions and engages in discussions regarding these solutions.</p>
<p>E1_U07 Is able to collaborate with others in teamwork or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments that allow for rational</p>	<p>Criticizes inappropriate solutions. Presents their</p>

resolve and optimize them.	comments and observations. Anticipates solutions to crisis situations in the enterprise, analyzes and evaluates the functioning of economic processes from a financial accounting perspective. Has the ability to solve problems independently or as part of a team solve issues analyzed during classes.
E1_FiR_U1 The student is able to conduct a basic financial analysis of a company using financial ratios and interpret its results in the context of economic decision-making.	
E1_FiR_U2 The student is able to properly record business transactions in accordance with applicable laws and prepare financial statements.	
E1_FiR_U3 The student is able to prepare and interpret a budget and plan a company's cash flows; the student is also able to apply methods for evaluating investment projects.	
E1_FiR_U4 Is able to use basic financial and accounting software and employs IT tools to analyze financial data.	

In terms of SOCIAL COMPETENCIES:

E1_K01 He is ready to critically assess his level of knowledge; he recognizes the importance of knowledge in solving cognitive and practical problems, and seeks expert advice when he has difficulty solving a problem on his own.	Is empathetic and sensitive to all kinds of shortcomings and irregularities in the interpretation of accounting laws. Strives to eliminate various irregularities and shortcomings as quickly as possible. Demonstrates creativity in recording business transactions and is familiar with the provisions of the Accounting Act. Is able to apply all amendments to the law regarding the Accounting Act. Willingly works in a team while maintaining an assertive attitude. Demonstrates responsibility for decisions made and is able to defend them. The student identifies problems related to accounting and is open to the need for continuous improvement of knowledge and skills. Strives to work independently and effectively in understanding the functioning of financial accounting laws, standards, and principles at the basic level.
E1_K02 Is able to actively collaborate in teams, including international ones, and assume various roles while respecting social, cultural, and legal norms, as well as fulfill responsible roles within the team with an awareness of the decisions they make, and takes responsibility for the results of their own work and that of the entire team.	
E1_K03 Is willing 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 seek expert advice in this regard when facing difficulties in solving them independently.	
E1_K06 Is able to think entrepreneurially and communicate effectively with others; adapts to new situations and conditions, and develops resilience to failure and stress.	

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

Outcomes (symbol)	Exam	Exam	Quiz	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
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E1_W 01, E1_W03, E1_W04, E1_W07, E1_W08			X		X	X		X	X		X
E1_U01, E1_U02, E1_U07			X		X	X		X	X		X
E1_K01, E1_K02, E1_K03, E1_K06			X		X	X		X	X		X

Course requirements and grading criteria:

Lecture with multimedia presentation – assessment via a written exam covering closed-ended questions. Seminars – a 5–7-minute quiz and a group project based on assigned exercises. BUNA – a term paper in the form of a report or presentation.

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

Contact hours with the instructor and BUNA

Types of classes	Number of hours
Attendance at lectures	18
Participation in seminars	
Participation in practical exercises	21
Participation in lab sessions	
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)	
BUNA – a form of assessment in the form of a documented term paper graded by the instructor	25
Total	64

A student's independent work, broken down by time (examples of student work)

Type of student work	Number of hours
Preparation for classes	11
Writing a paper/project/essay	25
Gathering materials and preparing a presentation	10
Independent reading	15
Preparing for quizzes/tests	
Preparing for the written/oral exam in the course	
Preparation for the written/oral assessment in the subject	
Total	61
Total (contact hours and BUNA + student's independent work)	125

5 ECTS

1. including the number of ECTS credits for contact hours with direct participation of an academic instructor, including BUNA

2.5 ECTS

2. including the number of ECTS credits for hours completed as independent study

2.5 ECTS

Primary reading:

1. J. Winfield, M. Graham, T. Miller, Understanding Financial Accounting, Oxford University Press, Oxford 2021.

Supplementary reading:

1. K. Ashar, Financial Accounting Essentials You Always Wanted to Know, Vibrant Publishers, 2019.

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