ECTS CATALOGUE

Business and Administration first-cycle studies practical profile

Instit Legal		Foreign language I Język niemiecki I								se code	
Socia		German Lar		BBA.	BBA.MI.1a.GL.I.						
Scien	ces										
		Module name in Polish Moduł I. Przedmioty ogólnouczelniane									
Field	_				zelniane	!					
study Busin		Study year,		r							
and	1633	year I, seme							1		
	nistra	elective	us						Lang	uage h/German	
tion		Name, surn	ama daa	roo of the	COLIRCO	inctructo	\r(c)		POIIS	n/German	
		ivallie, Sulli	iame, deg	ree or the	course	instructo)T (S)				
Level	_	Prerequisit	nc								
study	'	Xxx	es								
first-d	•	^^^									
studi	es										
Study	,										
profi	2										
pract											
		7	ypes of c	lasses and	d numbe	er of hour	's			ECTS credits	
lect		foreign	labora	works	semi			Intern	oth	3	
ure	class	language course	tory	hop	nar	practic	al classes	ship	er		
		30/15				MCSM	Hospital				
Cours	se aims										
Grad	ual deve	elopment of I	anguage (competen	ces in G	erman wl	hich relate t	o gramm	atical a	and lexical forms,	
effici	ent com	munication a	and openr	ness to the	e challer	nges of th	e contempo	orary labo	ur ma	rket.	
Refer	rence to	rning outcon general and earning outco	or specif	fic learnin	g outco	mes spec	ified in the	educatio	n stan	dard and/or	
		Graduate k									
Know	vledge	P_W01 basic grammatical and lexical structures to a degree that allows him/her to									
:		understand simple reading and listening texts.									
P_W15											
		Graduate c									
		P_U01 correctly use basic grammatical and lexical forms appropriate to specific everyday									
		situations.									
Skills	:	K_U11									
		P_U02 construct short statements on given topics within the required/covered subject area.									
		K_U11 P_U03 prep	are oral o	tatemont	c On a d	iven tonic					
		K_U11	are oral S	tatement	s on a g	iven topic	•				
		v_011									

Social	Graduate is ready to:
competenc	P_K01 pay attention to the linguistic correctness of his/her statements
es:	К КО2

Program content	Subject learning outcomes
LECTURES	not applicable
FOREIGN LANGUAGE COURSE	P_W01
Presenting yourself in relationships with family, friends, neighbours and co-workers at	P_U01
work. Everyday objects. Eating habits, communication in a restaurant, pub, student	P_U02
canteen, etc. Free time - possibilities of spending free time, arranging a meeting,	P_U03
cancelling meetings. Apartment - description of an apartment, dorm room, hotel room. Renting an apartment, room, booking a stay in a hotel. Impressions from your vacation.	P_K01
Conjugation of regular and irregular verbs in the present tense, separable and	(all subject
inseparable compound verbs, singular and plural nouns, declension of nouns, numerals,	learning
definite and indefinite article, negation, simple declarative and interrogative sentences.	outcomes are
Modal verbs.	implemented in
	each course
	content)

Lecture: not applicable

Foreign language course: exercises, working with text, listening, role-play, discussion, presentation

Recommended literature

Obligatory

Aufderstraße H., Bock H., Gerdes M., Müller J., Müller H., Themen 1 aktuell. Deutsch als Hueber Verlag, Ismaning Fremdsprache.Kursbuch, 2003, Ismaning Deutschland. Bock H., Eisfeld K.-H., Holthaus H., Schütze- Nöhmke U., Themen1 aktuell.

Hueber Verlag, Deutsch als Fremdsprache. Ćwiczenia Ismaning 2003, Deutschland.

Supplementary

Texts from German-language magazines, Internet sources

Assessment forms /ways of verification

	•
Subject	
learning	Assessment form
outcomes	
P_W01	Not applicable
P_U01	Exercises – tests: P_W01, P_U01, P_U02, P_U03, P_K01; oral answers: P_W01, P_U01, P_U02,
P_U02	P_U03, P_K01; listening: P_W01, P_U01, P_U02, P_U03
P_U03	Grading based on partial grades obtained during the semester for written work, oral answers,
P_K01	assignments, class activity and attendance.

Student workload	Number of hours full-time/part-
	time
Classes	30/15
Active participation in classes	15/15
Preparation for classes	10/15
Preparation for assessment	10/15
Studying literature	10/15

Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

	t ute : and So	cial	_	n langua francusk	Course	e code					
Scien	ices	French Language B								BBA.MI.1b.FL.I.	
Field	of stud	v:	Modu	le name	in Polish						
	ness and		Modul	l. Przed	lmioty og	ólnouczel	niane				
Admi	inistratio	on	Study	year, se	mester						
			Year I,	semest	er 1						
	of stud	ly:	Course	e status					Langu	-	
first-o	-		electiv						Polish	/French	
Studi	C3		Name	, surnan	ne, degre	e of the c	ourse instruct	or(s)			
Study	y profile		_	• - • -							
pract	ical			uistites							
			XXX								
				es of cla	asses and	number	of hours			ECTS credits	
lect ure	class	lang	reign guage urse	labor atory	works hop	semin ar	practical classes	Intern ship	othe r	3	
		30/ 15					MC Hosp SM ital				
	se aims				1:11 /	1.	1				
Deve profice Inten	loping t ciency le nded lea rence to	evel. rning gene	outcon	nes / /or spec				-	-	t the A2 language	
Deve profic Inten Refer direc	loping t ciency le ided lea	evel. rning gene	outconeral and outco	nes / /or spec omes ate know 1 basic g	cific learn ws and ui	ing outco nderstanc	mes specified	in the ed	ucation		
Deve profic Inten Refer direc	loping t ciency le ded lea rence to tional le	evel. rning gene	Gradu P_W0: unders P_W1: Gradu P_U01 everyo	nes / /or specomes ate know 1 basic gostand sire 5 ate can: . correct	ws and ungrammatic mple read	ing outco nderstanc cal and lex ling and lis	mes specified Is: kical structure stening texts.	in the ed	ucation ree that	standard and/or	
Deve profic Inten Refer direc	loping t ciency le nded lea rence to tional le vledge:	evel. rning gene	Gradu P_W1: Gradu P_W1: Gradu P_U01 everyo K_U11	nes / /or specomes ate know 1 basic gestand sire can: correct day situa	ws and ungrammation readults.	nderstance cal and less ling and list	mes specified Is: xical structure stening texts. natical and lexi	in the ed	ucation ree that appropi	standard and/or allows him or her to	
Deve profice Inten Refer direc	loping t ciency le nded lea rence to tional le vledge:	evel. rning gene	Gradu P_W0: unders P_W0: Gradu P_U01 everyo K_U11	nes / /or spec omes ate know 1 basic gestand sire ate can: . correct day situa	ws and ungrammation readults.	nderstance cal and less ling and list	mes specified Is: xical structure stening texts. natical and lexi	in the ed	ucation ree that appropi	standard and/or allows him or her to	
Deve profice Inten Refer direc	loping t ciency le nded lea rence to tional le	evel. rning gene	Gradu P_W0: unders P_W0: Gradu P_U01 everyo K_U11 P_U02 subjec K_U11 P_U03	nes / /or specomes ate know 1 basic gostand sire correct day situate construct t area.	ws and ungrammation mple read	nderstand cal and lex ling and lis	mes specified Is: xical structure stening texts. natical and lexi	s to a degrated forms	ucation ree that appropi	standard and/or allows him or her to	
Deve profice Inten Refer direc	loping t ciency le nded lea rence to tional le	evel. rning gene	Gradu P_W0: unders P_W1: Gradu P_U01 everyo K_U11 P_U02 subjec K_U11 P_U03 K_U11	nes / /or specomes ate know 1 basic gestand sire correct day situate t area.	ws and ungrammation mple read ly use basitions.	nderstand cal and lex ling and lis	mes specified Is: kical structure stening texts. Hatical and lexi	s to a degrated forms	ucation ree that appropi	standard and/or allows him or her to	
Deve profice Inten Refer direc Know	loping to ciency leaded leaderence to tional leader	evel. rning gene earnir	Gradu P_W0: unders P_W1: Gradu P_U01 everyo K_U11 P_U02 subjec K_U11 P_U03 K_U11 Gradu P_K01	nes / /or specomes ate know 1 basic gestand sire correct day situate construct t area. g prepare ate is re	ws and ungrammation mple read ly use base litions. Let short see oral state addy to:	nderstand cal and less ling and liss sic gramm	mes specified Is: kical structure stening texts. Hatical and lexical and le	s to a degrated forms	ucation ree that appropri	standard and/or allows him or her to	
Deve profice Inten Refer direc Know	loping to ciency leaded leaderence to tional leader	evel. rning gene earnir	Gradu P_W0: unders P_W1: Gradu P_U01 everyo K_U11 P_U02 subjec K_U11 P_U03 K_U11 Gradu P_K01	nes / /or specomes ate know 1 basic gestand sire correct day situate t area. sprepare ate is re respect al herita	ws and ungrammation mple read ly use base litions. Let short see oral state addy to:	nderstand cal and less ling and liss sic gramm	mes specified Is: kical structure stening texts. Hatical and lexical and le	s to a degrated forms	ucation ree that appropri	standard and/or allows him or her to riate to specific quired/covered	

LECTURES	Not applicable
CLASSES	P_W01
A weekday and a day off - reporting the course of the day, describing activities in	P_U01
the past tense. Finding your way around the city, asking for directions, describing	P_U02
the town. Shopping, gifts, wishes - writing invitations, describing objects. Illnesses	P_U03
and ailments, unfortunate accidents. French-speaking countries - interesting places,	P_K01
culture, cuisine, interesting people. Reporting events from the past. Describing	
cities - attractions, location, comparing cities - specifying quantities: a lot, a little, a	
few, etc. Education and teaching foreign languages - how to learn. Linguistic	(all subject learning
situations - establishing contacts, enrolling in school, dealing with matters over the	outcomes are
phone, asking for directions and providing information. Vocabulary and grammar:	implemented in
The alphabet. Basic verbs. Articles: definite and indefinite. Masculine and feminine	each course
genders of nouns and adjectives. Prepositions and names of countries. Personal	content)
pronouns, possessive, interrogative, demonstrative, strong pronouns. Prepositions	
of place. Negation. Polite forms.	

Literature: not applicable

Classes: exercises, role plays, discussion, exercises with text, listening

Recommended literature

Obligatory

Annie Berthet A., Daill E., Hugot C., Alter Ego, Hachette 2012.

Menand R., Capelle G., Le Nouveau Taxi, Hachette 2009.

Supplementary

Cosmopolite 2 student's book, Publisher: Hachette

Assessment forms/ways of verification

	• •
Subject	
learning	Assessment form
outcomes	
P_W01	Not applicable
P_U01 P_U02 P_U03	Exercises – tests: P_W01, P_U01, P_U02, P_U03, P_K01; oral answer: P_W01, P_U01, P_U02, P_U03, P_K01; listening: P_W01, P_U01, P_U02, P_U03 Assessment based on partial grades obtained during the semester for written work, oral answers, assignments, class activity and attendance.
P_K01	

Student workload	Number of hours full-time/part-time
Classes	30/15
Active participation in classes	15/15
Preparation for classes	10/15
Preparation for assessment	10/15
Studying literature	10/15
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

Institu	ıte:		Foreign	languag	ge II					Course	e code
Legal and Social		al	Język fr	ancuski							
Scienc	ces		French Language II BBA.MI.2b.GL.II.								
Field o	of study:		Module	name i	n Polish						
Busine	ess and		Moduł I	. Przedn	nioty og	ólnoucz	elniane				
Admin	nistration	า	Study y	ear, sem	nester						
			I year, s	emester	· 2						
	of study	:	Course	status						Langua	age
first-cy	•		Elective							Polish	/French
studie	S		Name,	surname	e, degre	e of the	course	instruct	or(s)		
Study	profile										
praction	-		Prerequ	isites							
practiv	cui		xxx								
			Forn	n of clas	ses and	numbe	r of hou	rs			ECTS credits
lectu		F	oreign	labor	work	semi	nrac	tical	Intern	othe	3
re	class		nguage	atory	shop	nar		ses	ship	r	
		-	ourse				NACC	11	<u> </u>		
		30	/15				MCS M	Hosp ital			
							IVI	ILai			
Course	e aims										
studer interlo Intend Refere	Expanding language competences in the field of French which refer to grammatical and lexical forms, efficient communication and openness to the challenges of the modern job market. After semester 2, student is able to arrange a meeting, construct requests for help, make a choice and convince the interlocutor to make a reservation. Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or						I convince the				
airect	ionai iea	arnır	ng outcor								
			Graduate knows and understands P_W01 basic grammatical and lexical structures to a degree that allows him/her to								
			understand texts read and listened to.								
Know	ledge:		P_W15								
	· ·		P_W02 vocabulary and expressions that allow him/her to present his/her own								
			opinion on various topics.								
			P_W15								
			Graduate can:								
			P_U01 use basic grammatical and lexical forms appropriate to specific everyday situations.								
			K_U11	113.							
Skills:				construc	t chart	tatomo	nts on a	ivan tan	icc within	the rea	uired/covered topics
			K_U11	Jonstruc	311011	stateme	into on g	ινειι ιυμ	ICS WILLIIII	ine req	un eu/covereu topics
				aranara	oral and	l writto	n statam	ants on	a given to	nnic	
				oi chai e	oral allC	wiitel	ı statem	ents OII	a giveii (C	phic	
			K_U11								

Social competences:	Graduate is ready to: P_K01 participate in situational scenes while respecting the opinions of other people
	K K02

Program content	Subject learning
	outcomes
LECTURES	Not applicable
CLASSES	P_W01
French sentence structure, masculine and feminine adjectives, c'est+nom,	P_W02
c'est+pronom construction. Asking about another person, group I verbs,	P_U01
nationalities and countries, rhythm of a French sentence. Description of a person,	P_U02
preferences, sports, colours, structure of an interrogative sentence, the definite	P_U03
article and its forms. Family, neighbours, place of residence, il y a construction,	P_K01
plural of nouns and adjectives, verbs: avoir, savoir, être en train de+infinitif	
construction (présent continu), stressed pronouns (pronoms toniques), preposition	
chez. Location in space, work, rest, school in France, verbs: aller, venir, preposition	(all subject learning
à and de, contracted article, futur proche (aller+infinitif) and passé récent (venir	outcomes are
de+infinitif). Signing up for classes, class schedule, e-mail, the Internet, days of the	implemented in
week, months, seasons, dates and times, text messages, the school and academic	each course
year, the indefinite article, the French numeral, asking questions, verbs from group	content)
II. Paris, the metro, means of transport and the appropriate prepositions (en/à),	
verbs: prendre, faire, partir, revenir, acheter, prepositions with the names of	
countries. The city, shops, explaining the way, the location of objects and items,	
verbs: pouvoir, connaître, the imperative mood, the negative form. Presenting	
different ways of spending holidays – using the future tenses to express plans for	
the future, intentions; Linguistic situations: at the airport: check-in, reservation,	
passport control, solving problems.	

Lecture: not applicable

Classes: exercises, debate, discussion, working with text, listening

Recommended literature

Obligatory

Berthet A., Daill E., Hugot C., Alter Ego, Hachette 2012.

Menand R., Capelle G., Le Nouveau Taxi, Hachette 2009.

Supplementary

Cosmopolite 2 i 3 student's book, Publisher: Hachette

Assessment forms/ways of verification

Subject learning outcomes	Assessment form
P_W01 P_W02	Not applicable
P_U01 P_U02 P_U03 P_K01	Assessment of classes based on: tests, oral statements, listening comprehension. Final assessment based on partial grades obtained during the semester from: written assignments, oral answers, activity during classes and attendance.

Student workload Number of hours

	full-time/part-time
Classes	30/15
Active participation in classes	15/15
Preparation for classes	10/20
Preparation for assessment	10/15
Studying literature	10/10
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

Instit		Foreign language III Course code										
Legal		Język niemiecki III										
Socia Scien		German Language III BBA.N							II.3a.GL.III.			
Jeien	Module name in Polish											
Field	ield of Moduł I. Przedmioty ogólnouczelniane											
study	y :	Study year,	semeste	r								
Busir	ness	Year II, sem	ester 3									
and		Course stat	us						Langua	guage		
	inistra	Elective							Polish,	/German		
tion		Name, surn	ame, deg	ree of t	he cour	se instru	ictor(s)					
Leve	l of											
study		Prerequisti	tes									
first-		The studen	t has knov	wledge o	of Germ	an gram	mar and	l is able to	commi	unicate in German at		
studi	-	a basic leve	l.									
Stud	y											
profi	le											
pract	ical											
		Foi	rm of clas	ses and	numbe	r of hou	rs			ECTS credits		
lect		Foreign	labora	work	semi	practical Intern		Intern	othe	3		
ure	class	language course	tory	shop	nar		sses	ship r				
		30/15				MCS	Hosp					
						М	ital					
Cour	se aims			-	*	-				•		
		nsion of lingo matic repetit		•						all linguistic skills, as		
				3113011GG		carried	cxioai a	ina Brainin	.ac.oa. re	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
		rning outcon		fic loarn	ing out	romas s	necified	in the ed	ucation	standard and/or		
		earning outco	-	iic icai ii	ing out	comes s	pecified	iii tiie eu	ucation	standard and or		
ucc												
		Graduate k				- 4				//		
Knowledge :							_	e that all	ows nim	/her to understand		
		texts read and listened to, including advanced ones										
		P_W15										
		P_W02 vocabulary and expressions within the scope of the required/covered topics P W15										
		Graduate c	an:									
		P_U01 disc		related	to his o	r her im	mediate	and dista	nt envi	ronment		
		K U11	ass topics	relateu	10 1113 0	1 1101 1111	inculate	. and dista	inic Cityll	Omnicii.		
Skills	:	P_U02 use	correctly	gramma	tical an	d levical	ctructur	oc annror	nriato to	a specific		
		communica	-	_	itical all	u iexical	sti uttul	es appio	טומנב נט	a specific		
		K U11										
		\ \^_O_T										

	P_U03 construct complex argumentative statements on given topics within the required/covered topics.
	K_U11
Social competem ces:	Graduate is ready to: P_K01 critically evaluate his/her knowledge and is aware of the importance of a foreign language in the modern world (education, professional work, travel, etc.); K_K02

CLASSES Description of a person - appearance, character traits, the influence of appearance on relationships with the environment. The school system in Poland and Germany. Choosing a profession, Education, searching for a job. Youth unemployment. Television as entertainment. The influence of television on human/child development. Street art. Professional work, remuneration. Running a household expenses. Family ties. Raising children in the past and today. Generational conflicts. Family relationships. Adjective declension. Coordinated sentences. Subordinate sentences with weil and obwohl. Subjunctive mood Konjunktiv II, passive voice in the present and past tense Präteritum, infinitive constructions.	Program content	Subject learning outcomes
Description of a person - appearance, character traits, the influence of appearance on relationships with the environment. The school system in Poland and Germany. Choosing a profession, Education, searching for a job. Youth unemployment. Television as entertainment. The influence of television on human/child development. Street art. Professional work, remuneration. Running a household expenses. Family ties. Raising children in the past and today. Generational conflicts. Family relationships. Adjective declension. Coordinated sentences. Subordinate sentences with weil and obwohl. Subjunctive mood Konjunktiv II, passive voice in the present and past tense Präteritum, infinitive constructions.	LECTURES	Not applicable
each course content)	Description of a person - appearance, character traits, the influence of appearance on relationships with the environment. The school system in Poland and Germany. Choosing a profession, Education, searching for a job. Youth unemployment. Television as entertainment. The influence of television on human/child development. Street art. Professional work, remuneration. Running a household expenses. Family ties. Raising children in the past and today. Generational conflicts. Family relationships. Adjective declension. Coordinated sentences. Subordinate sentences with weil and obwohl. Subjunctive mood Konjunktiv II, passive voice in	P_W02 P_U01 P_U02 P_U03 P_K01 (all subject learning outcomes are implemented in each course

Lecture: not applicable

Classes: exercises, debate, discussion, working with text, listening

Recommended literature

Obligatory

Aufderstraße H., Bock H., Müller J., Müller H., Themen 2 aktuell. Deutsch als Fremdsprache. Kursbuch, Hueber Verlag, Ismaning 2003, Deutschland.

Aufderstraße H., Bock H., Müller J., Themen 2 aktuell. Deutsch als Fremdsprache. Workbook, Hueber Verlag, Ismaning 2003, Deutschland.

Supplementary

Bęza S., Nowe repetytorium z gramatyki języka niemieckiego, first edition, PWN, Warszawa, 1998.

Assessment	form/ways of verification					
Subject						
learning	Assessment form					
outcomes						
P_W01	Not applicable					
P_W02	Not applicable					
P_U01	Evereines, tests and presentation listening					
P_U02	Exercises – tests, oral presentation, listening					
P_U03	Assessment based on partial grades obtained during the semester from written assignments oral responses, tasks, activity during classes and attendance.					
P_K01	oral responses, tasks, activity during classes and attendance.					

Student workload	Number of hours
	full-time/part-time

Classes	30/15
Active participation in classes	15/15
Preparation for classes	10/20
Preparation for assessment	10/15
Studying literature	10/10
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

	te:	Foreign I	Foreign language III Course code						e code	
Legal a	nd Socia	al Język fra	Język francuski III							
Science	es	French La	French Language III BBA.MI.3b.GL.III.							II.3b.GL.III.
Field o	d of study: Module name in Polish									
Busine	_	Moduł I.	Przedmi	oty ogóln	ouczelr	iane				
Admin	istration	Study ye	ar, seme	ster						
		Year II, se	emester	3						
Level	of study:	Course st	tatus						Langua	age
first-cy		Elective								[/] French
studies	S	Name, su	ırname,	degree o	f the co	urse ins	tructor(s)		
Study :	profile									
practic	-	Prerequi	site							
practic	.ai	XXX								
		Form	s of clas	ses and r	number	of hour	S			ECTS credits
In add.		Foreign	Laban							3
lectu re	class	language	labor atory	works hop	semi nar		ctical sses	Intern ship	othe r	
		course	atory	ПОР				3.11.6	<u> </u>	
		30/15				MCS	Hosp			
						М	ital			
Course					r =					11 . 16
					of Fren	cn wnicr	n reter to	o gramma	ticai and	d lexical forms,
			cation and openness to the challenges of the contemporary job market. After semester 3, to arrange a meeting, construct requests for help, make a choice and convince the							
	ident is:		•			ges of th	ne conte	mporary j	ob marl	ket. After semester 3,
		able to arrang	e a meet	ting, cons	truct re	ges of th quests f	ne conte or help,	mporary j make a cl	ob marl noice an	ket. After semester 3, id convince the
interlo	cutor to	able to arrang	e a meet e a reser	ting, cons vation, is	truct re able to	ges of th quests f	ne conte or help,	mporary j make a cl	ob marl noice an	ket. After semester 3,
interlo write a	cutor to a cover l	able to arrang make it, make etter and a no	e a meet e a reser te with i	ting, cons vation, is	truct re able to	ges of th quests f	ne conte or help,	mporary j make a cl	ob marl noice an	ket. After semester 3, id convince the
interlo write a	cutor to a cover le l ed learr	able to arrang make it, make etter and a no ning outcomes	e a meet e a reser te with i	ting, cons vation, is nstructio	struct re able to ns.	ges of th quests f express	ne conte for help, s assump	mporary j make a cl otions, ma	ob mark noice an ke a sho	ket. After semester 3, and convince the ort presentation,
interlo write a Intend Refere	cutor to a cover le led learr ence to g	able to arrang make it, make etter and a no ning outcomes eneral and/o	e a meet e a reser te with i s / r specific	ting, cons vation, is nstructio	struct re able to ns.	ges of th quests f express	ne conte for help, s assump	mporary j make a cl otions, ma	ob mark noice an ke a sho	ket. After semester 3, id convince the
interlo write a Intend Refere	cutor to a cover le led learr ence to g	able to arrang make it, make etter and a no ning outcomes eneral and/outcomes	e a meet e a reser te with i s / r specific es	ting, cons vation, is nstructio	truct re able to ns.	ges of the quests for express mes specification in the graph of the gr	ne conte for help, s assump	mporary j make a cl otions, ma	ob mark noice an ke a sho	ket. After semester 3, and convince the ort presentation,
interlo write a Intend Refere	cutor to a cover le led learr ence to g	able to arrang make it, make etter and a no ning outcomes eneral and/or rning outcom	e a meet e a reser te with i s / r specific es	ting, cons vation, is nstructio c learning and unde	able to ns. goutcor	ges of the quests for expression mes specification.	ne conte for help, s assump	mporary j make a cl otions, ma	ob mark noice an ke a sho	ket. After semester 3, and convince the port presentation, and and/or
interlo write a Intend Refere	cutor to a cover le led learr ence to g	make it, make it, make it, make it, make it, make it, make it	e a meet e a reser te with i f r specific es e knows rammati	ting, consivation, is nstruction to learning and under its learning and learning lea	able to ns. goutcor erstand exical st	ges of the quests for expression mes specification.	ne conte for help, s assump cified in	mporary j make a cl otions, ma the educa	ob mark noice an ke a sho ation sta	ket. After semester 3, and convince the ort presentation,
interlo write a Intend Refere	cutor to a cover lo led learr ence to g onal lea	make it, make etter and a no	e a meet e a reser te with i f r specific es e knows rammati	ting, consivation, is nstruction to learning and under its learning and learning lea	able to ns. goutcor erstand exical st	ges of the quests for expression mes specification.	ne conte for help, s assump cified in	mporary j make a cl otions, ma	ob mark noice an ke a sho ation sta	ket. After semester 3, and convince the ort presentation, andard and/or
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interlo write a Intend Refere directi	cutor to a cover lo led learr ence to g onal lea	make it, make iter and a no ing outcomes eneral and/or ing outcom Graduate P_W01 g understa P_W15	e a meet e a reser te with i f / r specific es e knows rammati nd texts	ting, consivation, is nstruction clearning and under ical and learning read and	able to ns. goutcor erstand exical st listene	ges of the quests for expression mes special ructures display to a final display to a fin	ne conte for help, s assump cified in s to a de luding a	mporary j make a cl otions, ma the educa gree that dvanced c	ob mark noice an ke a sho ation sta allows h	ket. After semester 3, and convince the port presentation, and and/or
interlo write a Intend Refere directi	cutor to a cover lo led learr ence to g onal lea	make it, make it it is in make i	e a meete a reserte with it is / r specific es e knows rammatind texts	ting, consivation, is nstruction clearning and under ical and learning read and	able to ns. goutcor erstand exical st listene	ges of the quests for expression mes special ructures display to a final display to a fin	ne conte for help, s assump cified in s to a de luding a	mporary j make a cl otions, ma the educa gree that dvanced c	ob mark noice an ke a sho ation sta allows h	ket. After semester 3, and convince the port presentation, and and/or him/her to
interlo write a Intend Refere directi	cutor to a cover lo led learr ence to g onal lea	make it, make it in make it, m	e a meet e a reser te with i f r specific es e knows rammati nd texts ocabular	vation, is nstructio c learning and under ical and learead and	able to ns. goutcor erstand exical st listene	ges of the quests for express mes special sectors and to, income swithin mes within the green sectors.	cified in	mporary j make a cl otions, ma the educa gree that dvanced co	noice an ke a sho ation sta allows h	ket. After semester 3, and convince the port presentation, and and/or him/her to
interlo write a Intend Refere directi	cutor to a cover lo led learr ence to g onal lea	make it, make it in make it, m	e a meet e a reser te with i f r specific es e knows rammati nd texts ocabular	vation, is nstructio c learning and under ical and learead and	able to ns. goutcor erstand exical st listene	ges of the quests for express mes special sectors and to, income swithin mes within the green sectors.	cified in	mporary j make a cl otions, ma the educa gree that dvanced co	noice an ke a sho ation sta allows h	ket. After semester 3, and convince the port presentation, andard and/or aim/her to d/covered topics
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interlo write a Intend Refere directi	cutor to a cover lo led learr ence to g onal lea	make it, make it in mak	e a meet e a reser te with i f r specific es e knows rammati nd texts ocabular e can: scuss top	ting, consivation, is nstruction clearning and under the read and expected and expe	able to ns. goutcor erstand exical st listene pression ed to hi	ges of the quests for express mes special sector in the contractures of to, income within the contractures or her	cified in the sco	mporary j make a cl otions, ma the educa gree that dvanced co	ob mark noice an ke a sho ation sta allows h ones required	ket. After semester 3, and convince the part presentation, and and/or and/or dim/her to divorement.
Intend Refere directi	cutor to a cover lo led learr ence to g onal lea	able to arrang make it, make it, make it, make it, make it, make it it, make it it is in a make it is in a mak	e a meet e a reser te with i f r specific es e knows rammati nd texts ocabular e can: scuss top	ting, consivation, is nstruction clearning and under the read and expected and expe	able to ns. goutcor erstand exical st listene pression ed to hi	ges of the quests for express mes special sector in the contractures of to, income within the contractures or her	cified in the sco	mporary j make a cl otions, ma the educa gree that dvanced co	ob mark noice an ke a sho ation sta allows h ones required	ket. After semester 3, and convince the part presentation, and and/or and/or dim/her to divorement.
Intend Refere directi	cutor to a cover lo led learr ence to g onal lea	make it, make etter and a no ning outcomes eneral and/orning outcomes eneral and/orning outcom Graduate P_W01 g understa P_W15 P_W02 v P_W15 Graduate P_U01 di K_U11 P_U02 us commun K_U11	e a meete a reser te with in s / r specific es e knows rammatind texts ocabular e can: scuss to se correction s	ting, consivation, is nstruction to learning and under and and expenses relatively grammituation.	erstandersion erstandersical stellistene pression ed to hi matical	ges of the quests for express for the general service of the general	cified in the sco	mporary j make a cl otions, ma the educa gree that dvanced co pe of the ate and di tures app	ob mark noice an ke a sho ation sta allows h nes required stant en	ket. After semester 3, and convince the part presentation, and and/or and/or dim/her to divorement.
Intend Refere directi	cutor to a cover lo led learr ence to g onal lea	make it, make etter and a no ning outcomes eneral and/orning outcomes eneral and/orning outcom Graduate P_W01 g understa P_W15 P_W02 v P_W15 Graduate P_U01 di K_U11 P_U02 us commun K_U11	e a meete a reser te with i i i i i i i i i i i i i i i i i i	clearning and under ical and le read and ry and ex pics relate ctly grammituation.	erstandersion erstandersical stellistene pression ed to hi matical	ges of the quests for express for the general service of the general	cified in the sco	mporary j make a cl otions, ma the educa gree that dvanced co pe of the ate and di tures app	ob mark noice an ke a sho ation sta allows h nes required stant en	ket. After semester 3, and convince the part presentation, andard and/or aim/her to d/covered topics evironment.

Graduate is ready to:

Social competences:

P_K01 critically evaluate his/her knowledge and is aware of the importance of a foreign language in the modern world (education, professional work, travel, etc.)

K_K02

Program content	Subject learning
	outcomes
LECTURES	Not applicable
FOREIGN LANGUAGE COURSE	P_W01
Revision of the present tenses and their use in describing future events; Creating a	P_W02
narrative – description of films; Passive voice – description of a TV programme,	P_U01
instruction manual; Verb collocations – creating verb phrases. Language situations:	P_U02
job interview, description of qualifications, job duties, description of how a computer	P_U03
works, conversation about a favourite form of entertainment. Self-presentation, job	P_K01
search and employees, workplace. Globalisation of labour markets.	(all subject learning
Company/Institution and its activities. Business and private correspondence. Work	outcomes are
and professional life: CV, cover letter, job interview, unemployment problem, job	implemented in
advertisements, student work. Subjunctive mood (subjonctif présent). Adverbs.	each course
	content)

Didactic methods

Lecture: not applicable

Foreign language course: exercises, debate, discussion, working with text, listening

Recommended literature

Obligatory

Berthet A., Daill E., Hugot C., Alter Ego, Hachette 2012.

Menand R., Capelle G., Le Nouveau Taxi, Hachette 2009.

Supplementary

Cosmopolite 3 student's book, Publisher: Hachette Selected readings recommended by the teacher

Assessment forms/ways of verification

7 100 000 1111 01110 110						
Subject learning	Assessment form					
outcomes						
P_W01	Not applicaple					
P_W02						
P_U01	Assessment of exercises based on: tests, oral statements and listening. Final assessment					
P_U02	based on partial grades obtained during the semester from: written assignments, ora					
P_U03	answers, activity during classes and attendance.					
P K01	and the state of t					

Student workload	Number of hours
	full-time/part-time
Classes	30/15
Active participation in classes	15/15
Preparation for classes	10/20
Preparation for assessment	10/15
Studying literature	10/10

Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

Instit	nstitute: Foreign langugae IV Course code										
Legal	and So	cial	_	niemiec	-						
Scien	ices		Germa	ın Langu	iage IV					BBA.N	II.4a.GL.IV.
Field	of stud	v:	Modu	le name	in Polish	l					
	ness and	-	Modu	l I. Przed	lmioty og	ólnoucz	elniane				
Admi	Administration Study year, semester										
	Year II, semester 4										
Level of study: Course status Language										age	
first-cycle Elective G								Germa	n/Polish		
studi	es		Name	, surnan	ne, degre	e of the	course	instruct	or(s)		
Study	y profile										
pract			Prerec	quisites							
						•		•		•	sufficient to
								d is awa	re of the i	mportai	nce of using foreign
					ne moder						1
				ms of cl	asses and	l numbe	r of hou	ırs			ECTS credits
lect			reign	labor	works	semi	prac	tical	Intern	othe	3
ure	class	1	guage urse	atory	hop	nar	clas	sses	ship	r	
		30/2					MCS	Hosp			
		30/.	13				M	ital			
								Tear			
Cour	se aim										
		he ab	ility to s	peak flu	ently in G	German	and syst	ematica	ally repeat	ing and	consolidating the
			•	•						_	se of various
	nunicati						•		J		
Inter	ided lea	rning	outcon	nes /							
		_			ific learn	ing out	comes s	pecified	in the ed	ucation	standard and/or
	tional le	_		-			·				·
			Gradu	ate kno	ws and u	ndersta	nds:				
								includir	ng advanc	ed	
			P_W1	5							
Knov	vledge:		P_W02 vocabulary and expressions related to the topics covered (including selected								
			industry-specific vocabulary)								
			P_W1	5							
			Gradu	ate can:							
			P_U01	. discuss	topics re	lated to	his or h	er imme	ediate and	distant	environment.
			K_U11								
Skills	•		_		•	•	•				ppropriate to specific
SIIIN	•		situati	ons (eve	ryday life	e, work,	home, s	urround	lings, etc.)		
			P_U03	constru	ıct staten	nents or	given t	opics wi	thin the r	equired,	covered topics
			K_U11								
_	Graduate is ready to:										

Social	P_K01 improve his/her skills, including further language training						
competeces:	K_K02						
Program content	Subject learning outcomes						
LECTURES	Not applicable						
CLASSES Natural environm countries and lea	P_W01 P_W02 P_U01						
electoral system. Senior citizens -	P_U02 P_U03 P_K01						
-	Summary of knowledge and preparation for the exam. Impersonal constructions with the pronoun es. Subordinate clauses with dass, damit, ob., wenn, als. Prepositions. Reaction of the verb, adjective and noun.						

Lecture: not applicable

Classes: exercises, debate, discussion, working with text, listening

Recommended literature

Obligatory

Aufderstraße H., Bock H., Müller J., Müller H., Themen 2 aktuell. Deutsch als Fremdsprache.

Kursbuch, Hueber Verlag, Ismaning 2003, Deutschland

Aufderstraße H., Bock H., Müller J., Themen 2 aktuell. Deutsch als Fremdsprache. Workbook, Hueber Verlag, Ismaning 2003, Deutschland.

Supplementary

Bęza S., Nowe repetytorium z gramatyki języka niemieckiego, 1st edition, PWN, Warszawa, 1998.

Assessment forms/ways of verification

Subject	
learning	Assessment form
outcomes	
P_W01	Evergines tests descriptive work
P_W02	Exercises – tests, descriptive work
P_U01	Exercises – tests, oral presentation.
P_U02	
P_U03	Grading based on partial grades obtained during the semester from written assignments,
P_K01	oral responses, activity during classes and attendance. Written and oral exam

Student workload	Number of hours full-time/part-time
Classes	30/15
Active participation in classes	15/15
Preparation for classes	10/20
Preparation for assessment	10/15
Studying literature	10/10
Total student workload in hours	75
ECTS credits	3

each course content)

Contact isp@ans.edu.pl

Institu	ıte:		Foreign la	anguage l'	V					Course	e code		
Legal and Social			Język francuski IV										
Scienc			French Language IV BBA.MI.4b.GL.IV.										
Field of study:		Module r	name in P	olish									
	ess and	•	Moduł I.	Przedmiot	v ogólnoi	uczelnia	ne						
Administration				Moduł I. Przedmioty ogólnouczelniane Study year, semester									
			Year II, se										
Level	of study	:	Course status Language										
first-cy	ycle		Elective								n/Polish		
studie	S		Name, su	rname, d	egree of t	he cou	rse instr	uctor(s)			,		
C4d				,				, ,					
praction	profile		Prerequis	sites									
practic	Jai		xxx										
			Fori	n of class	es and nu	mber o	f hours				ECTS credits		
lectu re	class	la	Foreign anguage course	labora tory	works hop	sem inar		ctical sses	Intern ship	othe r	3		
		_	/15				MCS	Hosp					
			, 13				M	ital					
Course	e aims					-							
_		_	guage skills ulticultura				orocess	for profe	essional a	nd socia	l needs, enabling		
Intend	led learı	ning	outcomes	1									
	_	-	eral and/or ng outcom	•	earning o	utcom	es speci	fied in tl	ne educat	ion stan	idard and/or		
Knowl	edge:		Graduate P_W01 g				ıctures v	vithin th	e scope o	f the ma	aterial being studied		
			P_W15										
				Graduate can: P_U01 discuss topics covered in the material for semester IV									
			K_U11										
Skills:			P_U02 use correctly a variety of grammatical and lexical forms appropriate to specific										
JKIII3.			situations (everyday life, work, home, surroundings, etc.)										
			K_U11										
			P_U03 construct statements on given topics within the required/covered subject area;										
			K_U11										
			Graduate	-		ام داد ما:	: £			:			
			P_K01 im	prove nis,	ner skills	, inclua	ing turti	ner langi	lage train	ing			
Social	etences:	.	14 1400										
Sompe			K_K02				al a cale the			J!L! _ · ·			
			P_K02 function in the modern world while respecting the traditions, customs and norms										
	characteristic of representatives of different cultures												

K_K05	
Program content	Subject learning outcomes
LECTURES	Not applicable
CLASSES Self-presentation. Review of the most important lexical and grammatical issues from the previous levels. Ceremonies, fashion, appearance, style of dress depending on the occasion. Revision of tenses and pronouns: COD, COI, en, y., understanding a text about various, famous markets - dialogue in a shop. Music, French song, idols, musical styles, biographies. Time expressions. Verb structures. Public transport, means of transport, problems of large cities, remedies. Prepositions. Housing: renting a flat, housing conditions, equipment, real estate advertisements, student housing. Participe présent and gérondif. Intercultural information about the area of the language taught: regions of France. Coordinating the participe passé. Health - description of health problems, sports injuries, the impact of sport on life; Analysis of data on stress, sports results, lifestyle; Linguistic situation: at the doctor's - making an appointment, describing ailments, asking for help, giving advice and information. Analyzing information on global issues – agreeing, disagreeing, having a discussion; Presenting equal local customs, differences between nations.	P_W01 P_U01 P_U02 P_U03 P_K01 P_K02 (all subject learning outcomes are implemented in each course content)

Lecture: not applicable

Classes: exercises, debate, discussion, working with text, listening

Recommended literature

Obligatory

Berthet A., Daill E., Hugot C., Alter Ego, Hachette 2012. Menand R., Capelle G., Le Nouveau Taxi, Hachette 2009.

Supplementary

Cosmopolite 3 student's book, Publisher: Hachette Selected readings recommended by the teacher

Assessment forms/ways of verification

A33C33IIICITC IC	orms, ways or vermeation
Subject	
learning	Assessment form
outcomes	
P_W01	Not applicable
P_U01	Assessment of exercises based on: tests, oral statements and listening. Assessment based on
P_U02	partial grades obtained during the semester from: written works, oral answers, tasks, activity
P_U03	in classes and attendance.
P_K01	Summary exam of four semesters - oral and written form (verification of all subject-related
P_K02	learning outcomes)

Student workload	Number of hours
	full-time/part-time
Classes	30/15
Active participation in classes	15/15
Preparation for classes	10/20
Preparation for assessment	10/15
Studying literature	10/10
Total student workload in hours	75

ECTS credits	3
Contact	isp@ans.edu.pl

Instit	ute:		Techno	logia inf	ormacyjn	а				Course	code		
	and So	cial	Information Technology BBA.MI.5a.IT										
Scien	ices			Module name in Polish									
Field of study: Modul I. Przedmioty ogólnouczelniane													
Business and Study year, semester													
Administration I year, semester 1 Course status									Langua				
Leve	of stud	y:	Elective							Polish	ивс		
first-	cycle				e, degree	of the co	OUITSA	instruct	or(s)	1 011311			
studi	es		rtaine,	Jarrianne	, acgree	or the c	ourse	mstract	01 (3)				
			Prerequ	ıisites									
	y profile	•	Xxx	aisites .									
pract	icai										I''		
		_		is of clas	ses and r	number	ot nou	rs			ECTS credits		
lect	class		oreign nguage	labor	works	semi	pra	ctical	Intern	othe	2		
ure	Class		iguage ourse	atory	hop	nar	cla	sses	ship	r			
				30/1			MC	Hosp					
				8			SM	ital					
									1				
Cour	se aims												
Deve	loping s	kills i	n the pra	ctical us	e of selec	ted com	puter	softwar	e and pre	paring fo	or active functioning		
in the	e emerg	ing in	formatio	n societ	y .								
Inter	nded lea	rning	outcom	es /									
					fic learnir	ng outco	mes s	pecified	in the ed	ucation	standard and/or		
direc	tional le	earnir	ng outcor	mes									
			Gradua	te know	s and und	derstand	ds:						
			P_W01 issues related to data security and processing;										
Knov	vledge:		P_W15										
			P_W02 messages and signals generated by computer software.										
			P_W15					-					
			Gradua	te can:									
			P_U01 use selected Internet services and programs.										
			K_U10										
			P_U02	prepare	documen	ts in acc	ordan	ce with	the princi	ples of t	ext editing and data		
			visualiza	ation;									
Skills	•		K_U13										
J.(1113	•		_	•				_		resenta	tion of numerical		
				epares	effective r	nultime	dia pre	esentation	ons;				
			K_U09							_			
			_	use a co	mputer in	accorda	ance w	ith the p	principles	of occu	pational health and		
			safety.										
			K_U12	- •	• -								
			Graduate is ready to:										

Social competences:

P_K01 comply with copyright laws when using publicly available information resources.

K_K04

Drogram content	Cubicat learning
Program content	Subject learning outcomes
LECTURE	
LECTURE	not applicable
CLASSES	P_W01
1. Selected problems of data, information and system security. Ergonomics and	P_W02
work station organization.	P_U01
2. Main assumptions of information and communication technology /ICT/ - legal	P_U02
aspects (Copyright, Netiquette).	P_U03
3. Working with documents in various file formats. Speed and efficiency of work.	P_U04
4. Inserting tables, images and drawings into documents. Principles of creating and	P_K01
editing documents. Saving and reading documents.	
5. Organization of the page view. Editing basic official documents.	(all subject learning
6. Graphic layer of the editor. Forms.	outcomes are
7. Setting the page, checking and correcting written text. Using the network to	implemented in
collect materials on a given topic.	each course
8. Principles of sharing files and folders. Communication in a local computer	content)
network. Functions of web browsers.	
9. Methods and ways of using WWW. services. E-mail: setting up an e-mail	
account and configuring client applications. Communication services on the	
Internet.	
10. HTML basics. Organization of workbooks and sheets. Addressing cells and	
blocks	
11. Graphical interpretation of data.	
12. Practical use of a spreadsheet.	
13. Entering data into cells.	
14. Creating a new presentation, inserting objects into the presentation, including	
charts, setting animations for slides.	
15. Slide design.	
16. Review and principles of using multimedia effects.	
17. Creating a presentation in Power Point on a selected topic.	

Didactic methods

Lecture: not applicable

Classes: exercises, practical exercises, solving problems

Recommended literature

Obligatory

Walkenbach J. (2016). Microsoft Excel 2016 PL. Biblia, Helion, Gliwice.

Frye C. (2016). Microsoft Excel 2016. Kyear po kyearu, APN Promice, Warszawa.

Sinchak S. (2011). Windows 7 PL. Optymalizacja i dostosowywanie systemu, Helion, Gliwice.

Danowski B. (2006). ABC tworzenia stron www, 2nd edition, Helion, Gliwice.

Supplementary

Kowalczyk G. (2016). Word 2016 PL: Ćwiczenia praktyczne, Helion, Gliwice.

Langer M. (2004). Po prostu Excel, Helion, Gliwice.

Tomaszewska-Adamarek A. (2007). ABC Worda, Helion, Gliwice.

Assessment forms/ways of verification

Subject								
learning	Assessment form							
outcomes	, 1336351116111							
P_W01								
P_W02	not applicable							
P_U01	Classes: practical tests based on completed tasks from individual prog	ram content. Grading						
P_U02	based on the average of partial grades obtained during the semester, final grade thresholds:							
P_U03	5.0-4.76 (bdb 5), 4.75-4.26 (+db +4), 4.25-3.76 (db 4), 3.75-3.26 (+dst +3), 3.25-2.76 (dst 3),							
P_U04	2.75-2.0 (ndst 2).							
P_K01								
Student wor	Student workload							
Classes		30/18						
Preparation	for classes, solving tasks, preparing simulations	15/18						
Preparation	15/20							
Studying lite	10/10							
Total studen	Total student workload in hours 60							
ECTS credits 2								
Contact		isp@ans.edu.pl						

Instit	tuto.		Onrog	ramowa	Course	e code							
Legal and Social				Softwar		II.5b.OS							
Scien			Module name in Polish										
	d of study: Moduł I. Przedmioty ogólnouczelniane iness and Study year, semester												
	inistratio			semest									
, (01111	ii ii Sei a ei	J.,		e status	21 I					Langua	200		
Leve	l of stud	lv:								Langua Polish	age		
first-			Electi		ne, degre	a af +b a		in atuu at	0 #/ o\	POlish			
studi	es		ivame	, Surnan	ie, degre	e or the	course	mstruct	UI (S)				
C4			Prerec	quisites									
pract	y profile tical	•	xxx	40									
			For	ms of cla	asses and	l numbe	r of hou	ırs			ECTS credits		
lect ure	class	lan	reign guage ourse	labor atory	works hop	semi nar		tical sses	Intern ship	othe r	2		
				30/1 8			MCS M	Hosp ital					
Cour	se aims												
•				_	ce softwa cuments.	-	uiring th	e ability	to freely a	and effic	ciently use a text		
Refe	nded lea rence to tional le	gene	eral and	or spec	cific learn	ing out	comes s	pecified	in the ed	ucation	standard and/or		
Vnov	uladaa.				ws and u			ocurity	and data į	orocossi	ng		
Knov	vledge:				ceu probi	ems reid	ateu to s	ecurity	aliu uata j	processi	iig		
			0.00	ate can:		ted Inte	rnet serv	vices and	d program	ns			
			K U07	•					a p. 08. a				
					et the ob	tained r	esults ar	nd draw	conclusio	ns using	office software		
			K U07						001101010		,		
Skills	::				cialist lar	nguage i	n the in	dustry. ı	using vario	ous IT te	chniques		
			P_U03 use specialist language in the industry, using various IT techniques K_U07										
					ice softwa	are. obta	ain data	to analy	ze specifi	c proces	sses and phenomena		
			_	n the inc		,		,	,		,		
				K U07									
				ate is re	ady to:								
Socia					-	t when	using pu	blicly av	ailable in	formatio	on resources		
comp	oetence	s:	K_K04										
Prog	ram con	tent									Subject learning		
											outcomes		

LECTURES	not applicable
CLASSES	P_W01
1. Office software. Security, speed and efficiency of work.	P_U01
2. Using templates available in Word. Working with documents in various file	P_U02
formats	P_U03
3. Inserting tables, images and drawings into documents. Principles of creating and	P_U04
editing documents	P_K01
4. Editing basic documents related to the represented industry.	
5. Advanced graphic functions of the editor. Mathematical equation editor.	
6. Mechanisms facilitating the editing of text documents, e.g. header, table of	(all subject learning
contents, footnotes.	outcomes are
7. Macro definitions. Forms. Text editor and PDF - file conversion	implemented in
8. Setting the page, checking and correcting written text.	each course
9. Using the network to collect materials on a given topic.	content)
10. Creating macro commands supporting the operation of a spreadsheet and text	
editor.	
11. Graphical interpretation of data.	
12. Database operations in a spreadsheet. Practical use of a spreadsheet.	
13. Creating and modifying graphic files using selected applications.	
14. Making a Power Point presentation on a selected topic.	
15. Methods and ways of using WWW. services	

Lecture: not applicable

Classes: exercises, practical exercises, solving problems

Recommended literature

Obligatory

Kowalczyk G. (2016). Word 2016 PL: ćwiczenia praktyczne.

Wrotek W. (2019). Excel2019 PL. Helion, Gliwice.

Tomaszewska A. (2015). PowerPoint 2016 PL. Helion, Gliwice.

Supplementary

Masłowski K. (2015). Excel Funkcje w przykładach. Helion, Gliwice.

Alexander M, Kusleika D, Walkenbach J. (2019). Microsoft Excel® 2019 PL: wyczerpujące źródło wiedzy.

Alexander ivi	Alexander M, Rusierka D, Warkenbach J. (2019). Microsoft Excer- 2019 PL. Wyczerpujące zrodio wiedzy.						
Assessment forms/ways of verification							
Subject							
learning	Assessment form						
outcomes							
P_W01	Classes: graded assessment, practical tests based on completed to program content. Final grade determined based on the average of paduring the semester, average ranges for the final grade: 5.0-4.76 (bdb), 3.76 (db), 3.75-3.26 (+dst), 3.25-2.76 (dst), 2.75-2.0 (ndst).	artial grades obtained					
P_U01	Classes: graded assessment, practical tests based on completed tasks from individual						
P_U02	program content. Final grade determined based on the average of partial grades obtained						
P_U03	during the semester, average ranges for the final grade: 5.0-4.76 (vdb), 4.75-4.26 (+db), 4.25-						
P_U04	3.76 (db), 3.75-3.26 (+dst), 3.25-2.76 (dst), 2.75-2.0 (ndst).						
P_K01	Observation during task performance (social competences).						
Student wor	Student workload Number of hours						

S	Student workload	Number of hours full-time/part-time
	Classes	30/18

Preparation for classes, solving tasks, preparing simulations	15/18
Preparation for pass/fail, solving tasks	15/20
Studying literature	10/10
Total student workload in hours	60
ECTS credits	2
Contact	isp@ans.edu.pl

Institu	Institute: Course name in Polish and English Co								Course	Course code		
Legal a	and Social			l aspec	II.6a.KABiA							
Scienc	Sciences administration/Kulturowe aspekty biznesu i											
	administracji)											
Field of study: Module name in Polish												
	ess and	N	/loduł	I. Ogólr	nouczelnia	any						
Aamin	istration	S	tudy y	ear, se	mester							
Level	of study:	Y	ear III,	, semes	ter 5							
	ycle studie	es C	ourse	status						Langua	age	
	,		lective	9						English	ı	
Study	profile	N	lame,	surnan	ne, degre	e of the	course	instruct	or(s)			
praction	cal											
		Р	rereq	uisites								
		K	nowle	dge of	English at	B2 leve	el					
			Forms	s of clas	sses and r	number	of hour	S			ECTS credits	
lectu		Forei	ign	labor	works	semi	prod	tical	Intern	othe		
re	class	langu	age	atory	hop	nar		sses	ship	r	3	
		cour	se	utor y		-1101			Jp	<u> </u>		
30/1							MCS	Hosp				
8							M	ital				
Course												
		La famai	lia uia a	a+da.		ممم مطا		مسيطانيم	ا ما:44 میرید		l thair aignificance in	
											I their significance in h enterprises operate,	
				-				_			styles of conducting	
	_										ty of selected business	
culture							•				,	
				_								
	led learni	_										
Refere	ence to di	rectiona	al lear	ning ou	itcomes							
		G	iradua	ite kno	ws and u	ndersta	nds:					
		-						, explain	s its funct	tions in l	ousiness and	
			P_W01 the concept of national culture, explains its functions in business and administration									
Knowl	ledge:	P	_W15									
			_W02	main c	oncepts	of the di	vision o	f nation	al cultures	s (E.T. H	all, R.R. Gesteland, F.	
			Trompenaars, Ch. Hampden-Turner, G. Hofstede)									
P_W15												
				te can:								
			P_U01 identify different values of different cultural groups and the resulting ways of									
					ith foreig	n partn	ers					
Skills:			(06_U									
			_		erize the	cultura	l conditi	ons for o	doing bus	iness in	selected	
				/count	ries							
K_U06												

Social	Graduate is ready to:								
competences:	K_K01 cooperate with people from a culture other than his native one								
	Program content								
		outcomes							
its elements, lin foreign markets international bu Gesteland, E.T. I what sources sh barriers in the a conditions in se African countrie Southeast Asian	rpretations of the concept of "national culture" and identification of guistic diversity (meaning of verbal and non-verbal language) in . Cultural classifications identifying differences in various areas of siness (F. Trompenaars, Ch. Hampden-Turner, G. Hofstede, R.R. Hall). Searching for a foreign partner in culturally different markets - ould be used? Legal, administrative, infrastructural and cultural ctivities of enterprises in foreign markets. Identification of cultural ected countries and cultures: - Arab countries (Saudi Arabia, North s), - Far Eastern countries (e.g. China, Japan, South Korea), - countries (e.g. India), - Mediterranean countries (e.g. Italy, Spain), - ean countries (e.g. Finland) - Germany, Russia and others.	P_W01 P_W02 P_U01 P_U02 K_K01 (all subject learning outcomes are implemented in each course content)							
CLASSES Not applicable		xxx							
Didactic metho	ds	·							
Lecture: informa	ation and problem based lecture								
Classes: not app	licable								
Recommended	literature								
Obligatory websites									
Supplementary websites									
Assessment for	ms/ways of verification								
Subject learning outcomes	ing Assessment form								
P_W01 P_W02 P_U01 P_U02 P_K01 P_K01 P_K02 P_K02 P_K02 Assessment (oral form) with a grade: the student draws 3 questions, for each answer he receives a maximum of 4 points (for 3 answers the student can receive a maximum of 12 points), the grade is given according to the rule: 12 points - grade 5.0; 11 points - grade 4.0; 9 points - grade 3.5; 8 - 7 points - grade 3.0; 6 points 4.5; 10 points - grade 4.0; 9 points - grade 3.5; 8 - 7 points - grade 3.0; 6 points									
Student worklo	ad	Number of hours							
full-tim									
Classes		30/18							
	classes, active participation	0							
Studying literation of m		20/27							
Preparation of p		0							
Preparation for	pass/fail orkload in hours	20/30							
iotai student W	75								

ECTS credits

Contact

isp@ans.edu.pl

3

Instit	ute:	Course name in Polish and English Cours									code
Legal Scien	and Socia ces	al	World h 1945)	istory a	BBA.N	II.6b.HP					
Module name in Polish											
Field of study: Moduł I. Ogólnouczelniany											
	ess and		Study y	ear, sem	ester						
Aami	nistratior	1	year III,	semeste	er 5						
Level	of study	. [Course	status						Langua	age
first-	-		Elective							English	١
studi	es	-	Name,	surname	e, degre	e of the	course	instruct	or(s)		
a	6 11										
Study pract	/ profile	-	Prerequ								
ргасс	ıcaı		Knowle	dge of E	nglish at	t B2 leve	el 				
			Form	s of clas	ses and	numbe	r of hou	rs			ECTS credits
lect ure	class	lar	oreign nguage ourse	labor atory	work shop	semi nar		tical sses	Intern ship	othe r	3
30/ 18							MCS M	Hospi tal			
Cour	se aims	_									
The s		•		vledge c	f the co	ontempo	orary wo	orld hist	ory after	1945 ar	nd the methods of its
	ded learr ence to o	_			utcome	es					
		П	Gradua P_W01					s in the	world sinc	e 1945.	
Know	/ledge:		P_W15								
			P_W02	specialis	t histor	ical tern	ninology	related	to the mo	ost rece	nt universal history.
		_	P_W15								
Skills	:		Graduate P_U01 6		he mecl	hanisms	occurri	ng in red	ent world	l history	after 1945.
K_U12											
Socia			Gradua K K01 t		-	the bene	efit of th	e imme	diate envi	ronmen	t
comp	etences:	ľ	K_K05								
Progi	ram conte	ent									Subject learning outcomes
LECT	URES										P_W01
The p	ost-Yalta	divis	sion of th	ne world	l. The fo	rmation	of the S	Soviet bl	loc states.	The	P_W02
formation of democratic states in Europe after World War II. Internal conflicts in P_U01								_			
	the Soviet bloc states. The political situation in the Far East after World War II. The collapse of the colonial system. Cold War conflicts. Socio-political crises in									P_K01	
collap	ose of the	cold	onial syst	em. Col	a War c	onflicts.	5осіо-р	olitical d	crises in		

communist states in Europe. Crises and wars in the Middle East. The political and economic integration of Western Europe. Communist states outside Europe. The political situation in the countries of South America. Dissident movements in the countries of Central and Eastern Europe. The fall of communism in Europe. Post-communist states on the path of systemic transformation (all subject learning outcomes are implemented in each course content)

CLASSES xxx

Didactic methods

Lectures: information and problem based lecture

Classes: not applicable

Recommended literature

Obligatory

According to the instructor's instructions

Supplementary

Websites

Assessment forms/ways of verification

Subject learning outcomes	Assessment form
P_W01 P_W02	Assessment (oral form) with a grade: the student draws 3 questions, for each answer he
P_U01 P_U02	or she receives a maximum of 4 points (for 3 answers the student can receive a maximum of 12 points), the grade is awarded according to the rule: 12 pts grade 5.0; 11 pts grade 4.5; 10 pts grade 4.0; 9 pts grade 3.5; 8 - 7 pts grade 3.0; 6 pts. and below -
P_K01 P_K02	grade 4.5, 10 pts grade 4.0, 9 pts grade 5.5, 8 - 7 pts grade 5.0, 6 pts. and below -

Student workload	Number of hours full-time/part-time
Classes	30/18
Preparation for classes, active participation	0
Studying literature	20/30
Preparation and presentation of the project	0
Preparation for exam	0
Preparation for passing the lecture	25/27
Preparation for passing the classes	0
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

Institute:		Course name in Polish and English C						Course	Course code		
Legal and Social		Cultural Anropology /Antropologia kulturowa						BBA.MI.7b.AK			
Sciences											
				le name i							
Field of study:		- 1	Moduł I. Ogólnouczelniany								
Business and			_	year, sen							
Administration		on		year III, semester 5							
Level of study: first-cycle		lv.	Course status						Language		
		obligatory English									
studie	•		Name	, surname	e, degre	e of the	course i	instruct	or(s)		
Study	y profile	•		quisites							
pract	ical		Knowl	edge of E	nglish at	B2 leve	el .				
			For	ms of clas	ses and	numbe	r of hou	rs			ECTS credits
lect ure	class	lan	reign guage urse	labora tory	work shop	semi nar	prac clas		Intern ship	othe r	3
30/		CO	urse				MCS	Hosp			-
3U/ I								Hosp ital			
							N/I				
18							M	itai			
Course The a							vledge b	y introd	_		he subject of cultural
Cours The a anthr of culof co	aim is to common to the common	y, rese versit inclu	earch so ty. Knov ding bu	chools and vledge in	the fou this field intacts,	unders o d is beco betwee	vledge b of these soming in n people	oy introd schools. creasing e belon	Particulagly import	r attenti tant due lifferent	ion is paid to the issue to the intensification civilizations. Cultural
Cours The a anthr of cul of co divers	aim is to ropology ltural di ontacts, sity is shaded lea	y, reserversite incluments in the comments of	earch so cy. Knov ding bu on the	chools and vledge in usiness co example o	the fou this field intacts, of religio	unders o d is beco betwee ous belie	vledge b of these soming in n people	oy introd schools. creasing e belon	Particulagly import	r attenti tant due lifferent	ion is paid to the issue to the intensification civilizations. Cultural
Cours The a anthr of cul of co divers Inten Refer	aim is to ropologo Itural di ontacts, sity is sh aded lea rence to	y, reserversite incluments in the comments of	earch so ty. Know ding bu on the outcom ctional l Gradu P_W0 relatio	chools and vledge in usiness coexample of the known the term on ships with the term of the term	the fouthis field this field that the second t	unders of is become between bus believes ses nderstait of culture	vledge b of these s oming in n people ofs, custo	oy introductions of the second	Particula gly import ging to d axiologic	r attenti tant due lifferent al order	ion is paid to the issue to the intensification civilizations. Cultural
Cours The a anthr of cul of co divers Inten Refer	aim is to ropology ltural di ontacts, sity is shaded lea	y, reserversite incluments in the comments of	earch so cy. Know ding bu on the coutcon ctional l Gradu P_W0	chools and vledge in usiness coexample of the known the term on ships with the term of the term	the fouthis field this field that the second t	unders of is become between bus believes ses nderstait of culture	vledge b of these s oming in n people ofs, custo	oy introductions of the second	Particula gly import ging to d axiologic	r attenti tant due lifferent al order	ion is paid to the issue e to the intensification civilizations. Cultural
Cours The a anthr of cul of co divers Inten Refer	aim is to ropologo Itural di ontacts, sity is sh aded lea rence to	y, reserversite incluments in the comments of	cy. Know ding bu on the coutcon ctional l Gradu P_W0 relatio P_W1:	chools and vledge in usiness con example of the term on ships with the term of t	the fou this field intacts, of religion outcome is and un ninology th other	unders of is become between bus believes solutions of cultures social a	vledge b of these s oming in n people ofs, custon	oy introd schools. creasing e belon oms and	Particula gly import ging to d axiologic gy and rela nces	r attenti tant due lifferent al order ated dis	ion is paid to the issue e to the intensification civilizations. Cultural
Cours The a anthr of cul of co divers Inten Refer	aim is to ropologo Itural di ontacts, sity is sh aded lea rence to	y, reserversite incluments in the comments of	earch so cy. Know ding bu on the coutcon ctional l Gradu P_W0 relatio P_W1	chools and vledge in usiness con example of the term on ships with the term of t	the fou this field intacts, of religion outcome is and un ninology th other	unders of is become between bus believes solutions of cultures social a	vledge b of these s oming in n people ofs, custon	oy introd schools. creasing e belon oms and	Particula gly import ging to d axiologic gy and rela nces	r attenti tant due lifferent al order ated dis	ion is paid to the issue to the intensification civilizations. Cultural
Cours The a anthr of cul of co divers Inten Refer	aim is to ropologo Itural di ontacts, sity is sh aded lea rence to	y, reserversite incluments in the comments of	cy. Knowding but on the control of t	chools and viedge in usiness conexample of the term onships with the term onships with the term on the term of the	the fouthis field intacts, of religion outcome is and uninology th other is of hum	nders of is become between bus believes nderstain of culturer social and development of the soc	vledge but these soming in people of security and security and cultured people of security and security and cultured people of security and security an	oy introc schools. creasing e belon oms and nropolog ural scie	Particula gly import ging to d axiologic gy and rela nces	r attenti tant due lifferent al order ated dis in the s	ion is paid to the issue to the intensification civilizations. Cultural
Cours The a anthr of cul of co divers Inten Refer	aim is to ropologi Itural di ontacts, sity is sh aded lea rence to	y, reserversite incluments in the comments of	cy. Knowding but on the control of t	chools and vledge in usiness con example of the term on ships with the term of	the fouthis field intacts, of religion outcome is and uninology th other is of hum	nders of is become between bus believes nderstain of culturer social and development of the soc	vledge but these soming in people of security and security and cultured people of security and security and cultured people of security and security an	oy introc schools. creasing e belon oms and nropolog ural scie	Particula gly import ging to d axiologic gy and rela nces	r attenti tant due lifferent al order ated dis in the s	ion is paid to the issue to the intensification civilizations. Cultural
Cours The a anthr of cul of co divers Inten Refer	aim is to ropologi Itural di ontacts, sity is sh aded lea rence to	y, reserversite incluments in the comments of	cy. Knowding but on the control of t	chools and vledge in usiness context comple of the term on ships with the term of t	the fouthis field intacts, of religion outcome is and uninology th other is of hum	nders of is become between bus believes nderstain of culturer social and development of the soc	vledge but these soming in people of security and security and cultured people of security and security and cultured people of security and security an	oy introc schools. creasing e belon oms and nropolog ural scie	Particula gly import ging to d axiologic gy and rela nces	r attenti tant due lifferent al order ated dis in the s	ion is paid to the issue to the intensification civilizations. Cultural
Cours The a anthr of cul of co divers Inten Refer	aim is to ropologi Itural di ontacts, sity is sh aded lea rence to	y, reserversite incluments in the comments of	cy. Knowding but on the control of t	chools and viedge in usiness con example of the term on ships with the term of the	the fouthis field intacts, of religion outcome is and uninology the other interest of huminal anthing dy to:	es nderstair of cultur social a	vledge but these soming in people of security and security and cultured and cultured elopments.	oy introceschools. creasing e belon oms and or opologural sciest and fusion of the control of th	Particula gly import ging to d axiologic gy and rela nces nctioning ppropriat	r attentitant due lifferent al order ated dis in the s	ion is paid to the issue to the intensification civilizations. Cultural ciplines, its place and ocio-cultural aspect
Cours The a anthr of cul of co divers Inten Refer	aim is tropologiltural dispinants, sity is shaded learence to	y, reserversite incluments in the comments of	Gradu P_W0 P_W0 Gradu P_W0 Gradu P_W0 Gradu P_W0 Gradu F_W1 Gradu F_U01 K_U03 Gradu K_K01	chools and viedge in usiness con example of the term on ships with the term of the te	the fouthis field intacts, of religion outcome is and uninology the other is of hum ural anthiconsibility on sibility on sibility on sibility on sibility of the consibility of the consideration of t	unders of dis become between bus believes Inderstain of cultures social and developments believes Interpological to the propological social and developments believes believes by the propological social and developments believes by the propological social and developments by the propological social and developments believes by the propological social socia	vledge but these soming in people fs, custon the first custom the first cu	oy introceschools. creasing e belon oms and oms and training train	Particular gly import ging to disconsisted axiologic gy and relances nectioning appropriate specting a	r attentitant due lifferent al order ated dis in the s	ion is paid to the issue to the intensification civilizations. Cultural
Cours The a anthr of cul of co divers Inten Refer Know	aim is tropologiltural dispinants, sity is shaded learence to	y, reserversity inclu- inclu- nown arning direct	earch so cy. Know ding but on the outcome ctional I Gradu P_W1: P_W1: Gradu P_U01 K_U0: Gradu K_K01 of acco	chools and viedge in usiness con example of the services of the term on ships with the term of the te	the fouthis field intacts, of religion outcome is and uninology the other is of hum ural anthiconsibility on sibility on sibility on sibility on sibility of the consibility of the consideration of t	unders of dis become between bus believes Inderstain of cultures social and developments believes Interpological to the propological social and developments believes believes by the propological social and developments believes by the propological social and developments by the propological social and developments believes by the propological social socia	vledge but these soming in people fs, custon the first custom the first cu	oy introceschools. creasing e belon oms and oms and training train	Particular gly import ging to disconsisted axiologic gy and relances nectioning appropriate specting a	r attentitant due lifferent al order ated dis in the s	ion is paid to the issue to the intensification civilizations. Cultural ciplines, its place and ocio-cultural aspect
Cours The a anthr of cul of co divers Inten Refer Know	aim is to ropologo ltural di ontacts, sity is should lea rence to viedge:	y, reserversity inclu- inclu- nown arning direct	Gradu P_W0 P_W0 Gradu P_W0 Gradu P_W0 Gradu P_W0 Gradu F_W1 Gradu F_U01 K_U03 Gradu K_K01	chools and viedge in usiness con example of the services of the term on ships with the term of the te	the fouthis field intacts, of religion outcome is and uninology the other is of hum ural anthiconsibility on sibility on sibility on sibility on sibility of the consibility of the consideration of t	unders of dis become between bus believes Inderstain of cultures social and developments believes Interpological to the propological social and developments believes believes by the propological social and developments believes by the propological social and developments by the propological social and developments believes by the propological social socia	vledge but these soming in people fs, custon the first custom the first cu	oy introceschools. creasing e belon oms and oms and training train	Particular gly import ging to disconsisted axiologic gy and relances nectioning appropriate specting a	r attentitant due lifferent al order ated dis in the s	ion is paid to the issue to the intensification civilizations. Cultural ciplines, its place and ocio-cultural aspect

LECTURES

Cultural anthropology as a field of knowledge. The subject of anthropology. Anthropology and sociology. Departments and main research directions. Schools and their representatives. Anthropological concepts of man. Man in the cultural system. Evolutionism. The German-Austrian cultural-historical school. The American school of "culture and personality". Functionalism. Structuralism. Phenomenology. Anthropology concepts of language as an introduction to the issue of communication. Language as an instrument of communication. Language and thought structures. Language as a system (F. de Saussure, Ch. Peirce, N. Chomsky). Structuralism and sociolinguistics. Anthropological concepts of religion. Religion as a world of symbols (Edward Taylor, James Frazier, Emile Durkheim, Bronisław Malinowski). Functions of the magico-religious system. Beliefs, rituals and the structure of religion. Communication and communication. Etymology and evolution of the concept. Communication modeling (W. Demmings, H. Laswell, C. Shannon, N. Wiener). Linear communication (the "telegraphic" approach). Reflexivity of communication (the "orchestral" approach). Contact, message, code and context of communication. Communication functions (R. Jakobson's concept). Communication functions (D. McQuail's model). Signs and symbols (E. Leach's model). Culture as a context and determinant of communication. Culture as a system of values. Elements of cultural differentiation: time, space, individual freedom and group interests. Types of basic assumptions of culture. The film "Arabian Nights". Ethical and moral norms as an element of culture. Axionormative order (F. Znaniecki) and the issue of deviations from the pattern. Group study: "Rosemary Crosses the River". Psyche as a context and determinant of communication. Information metabolism (A. Kepiński). Stereotyping and stereotypes: sources and functions. Stereotypes as communication barriers. The Orient Syndrome in European culture. Examination of the group's social distance from other cultures.

P_W01

P_W02 P_U01

P K01

(all subject learning outcomes are implemented in each course content)

CLASSES xxx

Didactic methods

Lecture: providing information, discussion

Classes: not applicable

Recommended literature

Obligatory

According to the instructor's instructions

Supplementary

Student workload

Websites

Assessment forms/ways of verification

Subject	
learning	Assessment form
outcomes	
P_W01	
P_W02	Assessment (oral form) with a grade: the student draws 3 questions, for each answer he or
P_U01	she receives a maximum of 4 points (for 3 answers the student can receive a maximum of
P_U02	12 points), the grade is awarded according to the rule: 12 pts grade 5.0; 11 pts grade
P_K01	4.5; 10 pts grade 4.0; 9 pts grade 3.5; 8 - 7 pts grade 3.0; 6 pts. and below - grade 2.0.
P_K02	

Number of hours

	full-time/part-time
Classes	30/18
Preparation for classes, active participation	0
Studying literature	2530/
Preparation and presentation of the project	0
Preparation for exam	0
Preparation for passing the lecture	20/27
Preparation for passing the classes	0
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

Institute:	Course name	Course code				
Legal and Social Sciences	Wychowanie fizyczne I I year semester 1	BBA.MI.8.WF.I				
Field of study:	Module name in Polish					
Business and Administration	Moduł I. Ogólnouczelniany					
Level of study:	Course name in English					
first-cycle studies	Physical Education					
Cr. d Cl.	Course status	Language				
Study profile practical	obligatory	Polish				
.	Name, surname, degree of the course instructor(s)					
	Prerequisites					
	No health contraindications					
Forms of classes a	nd number of hours	ECTS credits				
Classes – 30		0				
Course aims						
	eject is for the student to master skills in selected forms on pe motor skills and increase the efficiency and capacity o					
Intended learning	outcomes	Reference to directional learning outcomes				
michiaca icariilig						
Knowledge:	P_W01 graduate knows and understands the principles of safe use of the facility's equipment and devices, knows the regulations for using the sports facilities in which classes are held.	P_W15				

practice knowledge and skills in various forms of

physical activity.

	P_K02 gr
Social	self-este
competences:	their ow

P_K01 graduate is ready for physical activity **P_K02** graduate is ready to develop self-discipline and self-esteem as well as a sense of responsibility for their own and other people's health and safety.

K_K02

Program content

Health and safety in physical education. Team sports games – improving basic skills already possessed; recreational sports games. Shaping skeletal muscle strength through weight training – gym classes. Exercises shaping correct body posture using devices and equipment. Field athletics.

Recommended literature

Obligatory (selected chapters)

Demel M., Teoria wychowania fizycznego dla pedagogów, Warszawa 1986.

Grabowski M., Co koniecznie trzeba wiedzieć o wychowaniu fizycznym? Warszawa 2000.

Supplementary (selected chapters)

Osiński W., Zarys teorii wychowania fizycznego, Poznań 2002.

Pokora T., Gimnastyka korekcyjno-kompensacyjna, Wałbrzych 2002.

Assessment forms/ways of verification

Continuous assessment during exercises, activities and fitness tests: P_W01, P_U01, P_U02 P_U03, P_K01, P_K02.

Student workload	Number of hours full-time/part-time
Classes	30
Preparation for classes	ft. 3
Studying literature	ft. 2
Preparing a demonstration lesson	-
Preparation for exam/pass or fail	-
Other	-
Total student workload in hours	35
ECTS credits	0
Contact	isp@ans.edu.pl

Institute:	Course name	Course code					
Legal and Social Sciences	Wychowanie fizyczne II I year semester 2	BBA.MI.9.WF.II					
Field of study:	Module name in Polish						
Business and Administration	Moduł I. Ogólnouczelniany						
Level of study:	Course name in English						
first-cycle studies	Physical Education						
Charles and file	Course status	Language					
Study profile practical	obligatory	Polish					
	Name, surname, degree of the course instructor(s)						
	Prerequisites						
	No health contraindications						
Forms of classes a	nd number of hours	ECTS credits					
Classes – 30		0					
Course aims							

The aim of the subject is for the student to master skills in selected forms of physical activity, to learn exercises that shape motor skills and increase the efficiency and capacity of the body.

Intended learning	Reference to directional learning outcomes	
Knowledge:	P_W01 graduate knows and understands the principles of safe use of the facility's equipment and devices, knows the regulations for using the sports facilities in which classes are held.	P_W15
Skills:	P_U01 graduate is able to control the level of their own physical fitness by performing basic tests and exams. P_U02 graduate is able to perform basic technical elements of team sports games. P_U03 graduate is able to undertake health-promoting and educational activities, using in practice knowledge and skills in the field of various forms of physical activity.	K_U07

Social competences:	P_K01 gradaute is ready for physical activity P_K02 graduate is ready to develop self-discipline and self-esteem as well as a sense of responsibility for their own and other people's health and safety.	K_K02
Program content		

Team sports games – improving basic skills already possessed; recreational sports games. Building skeletal muscle strength through weight training – gym classes. Exercises to shape correct body posture using equipment and accessories. Field athletics.

Recommended literature

Obligatory (selected chapters)

Demel M., Teoria wychowania fizycznego dla pedagogów, Warszawa 1986.

Grabowski M., Co koniecznie trzeba wiedzieć o wychowaniu fizycznym?, Warszawa 2000.

Supplementary

Tutorial videos

Assessment forms/ways of verification

Continuous assessment during exercises, activities and fitness tests: P_W01, P_U01, P_U02 P_U03, P_K01.

Student workload	Number of hours full-time/part-time
Classes	30
Preparation for classes	ft.3
Studying literature	ft.2
Preparing a demonstration lesson	-
Preparation for exam/ pass or fail	-
Other	-
Total student workload in hours	35
ECTS credits	0
Contact	isp@ans.edu.pl

	tute : I and So	rial	Ochrona własności intelektualnej z przysposobieniem Course code bibliotecznym								
Scier		ciai	Protection of intellectual property with library skills BBA.MI								II.10.OWIzPB
F : - -			trainin								
	of stud	-	Modu	le name i	n Polish						
	ness and inistration		Modu	ł I. Ogólno	ouczelnia	any					
Aum	mistratio	ווכ	Study	year, sem	nester						
Leve	l of stud	v.	I year,	semester	1						
	cycle	,	Course	e status						Langu	age
studi	•		obliga	tory						English	າ
			Name	, surname	e, degre	e of the	course	instruct	or(s)		
Stud	y profile)									
pract	tical		Prerec	quisites							
			Knowl	edge of E	nglish at	t B2 leve	el				
			For	ms of clas	ses and	numbe	r of hou	ırs			ECTS credits
lect			reign	labora	work	semi	prac	tical	Intern	othe	1
ure	class		guage	tory	shop	nar		sses	ship	r	
15/		CO	urse				MCS	Hosp			
12							M	ital			
12							141	itai	1		
Cour	se aims								l		
Acquiring the skills of effective use of the library and searching and selecting scientific information, as we as critical evaluation of sources. General familiarization with the concepts and basic institutions of copyright and intellectual property law and their application and protection, in particular in the activitie of administrative bodies. Characterization of the main legal institutions of copyright, related rights and industrial property law. Presentation of the impact of innovation and development of technology and means of communication (e.g. the Internet) on intellectual property rights and instruments for protecting these rights. Familiarization of students with the principles of liability related to the infringement of intellectual property rights, including committing plagiarism.								ticular in the activities tht, related rights and int of technology and uments for protecting			
Refe	nded lea rence to ctional le	gene	eral and	or specif	fic learn	ing out	comes s	pecified	in the ed	ucation	standard and/or
Knowledge:			Graduate knows and understands: P_W01 the basic principles of using the library and information system, searching and selecting scientific information;								
		P_W15 P_W02 the basic concents of convright and industrial property law:									
		P_W02 the basic concepts of copyright and industrial property law; P_W15									
			P_W03 various models of intellectual property protection, including models of								
				rial prope					protectio	.,	and models of
			P_W1		, p. 00		5009				
			· _ vv 1.								
			Gradu	ate can:							

	K_U05
	P_U02 use the legal concepts learned to assess factual situations related to the use of
	law when writing term papers, diploma theses and projects.
	K_U07
	Graduate is ready to:
Social	P_K01 respect intellectual property rights during his/her studies and professional
competences:	work.
	K_K08

Program content	Subject learning
	outcomes
LECTURES	P_W01
1. Organization of the university library and information system. Characteristics of	P_W02
collections. Characteristics and principles of using library catalogs and collections	P_W03
and sources of information. The concept and history of intellectual property.	P_U01
Intellectual property rights as intangible assets.	P_U02
2. Copyright and its subject. The concept of a work. The concept of plagiarism.	P_K01
Criminal and civil liability for plagiarism. Disciplinary liability of a student related to	
committing plagiarism.	
3. Related rights - concept and subject. Legal regulations concerning works	(all subject learning
distributed on the Internet.	outcomes are
4. The concept of industrial property rights. The concept of an invention.	implemented in
Patentability. Granting a patent. Legal nature of a patent. Expiration of a patent.	each course
5. Utility models: concept, content, infringement of protective law. Industrial	content)
designs: concept, content, infringement of the right of registration. The concept of	
integrated circuit topography. The concept of distinctive signs. Trademark: concept,	
functions, protective right for a trademark. Geographical indication: concept,	
functions, right of registration for a geographical indication.	
6. Audiovisual works. Computer programs. Legal protection of databases.	
Rationalization projects. Protection of know-how and business secrets.	
CLASSES	Not applicable

Lecture

Classes: not applicable

Recommended literature

Obligatory

Stec P. (2011). Ochrona własności intelektualnej. Oficyna Wydawnicza Branta, Bydgoszcz Opole Gliwice. Podrecki P. (2010). Środki ochrony praw własności intelektualnej. LexisNexis, Warszawa. Sieńczyło-Chlabicz J. (2018). Prawo własności intelektualnej. Wolters Kluwer, Warszawa.

Supplementary

Barta J, Markiewicz R. (2019). Prawo autorskie i prawa pokrewne, wyd. 8. Wolters Kluwer, Warszawa. Matlak A. (2004). Prawo autorskie w społeczeństwie informacyjnym. Zakamycze, Kraków.

Assessment forms/ways of verification

	1 1
Subject	
learning	Assessment form
outcomes	
P_W01	Grading – test with open-ended questions: percentage thresholds: 100-90% (bdb), 89-85%
P_W02	(+db), 84-75% (db), 74-70% (+dst), 69-60% (dst), 59-0% (ndst).

P_W03	
P_U01	
P_U01 P_U02	
P_K01	

Student workload	Number of hours full-time/part-time
Classes	15/12
Active participation in classes	0
Preparation for classes	0
Preparation for assessment	10/10
Studying literature	5/8
Total student workload in hours	30
ECTS credits	1
Contact	isp@ans.edu.pl

Instit	ute:		Państwo i jego instytucje Course code												
Legal and Social			State and its institutions BBA.MII.11.SI												
Scien	ices		Madul	0 nama	in Dolis	h and En	alich								
						h and En	•	dministr	acii / Intr	oduction	n to business and				
	of study: ness and			stration		ile do biz	iiesu i a	ummsu	acji / iiiti	oductioi	i to business and				
	iess and inistratior	,		year, se											
, (01111	i i i i sti a ti o i	•		-											
Leve	l of study	:	I year, semester 1 Course status Language												
first-	cycle stud	lies	obligat							English					
					e. degr	ee of the	course	instruct	or(s)		<u> </u>				
	y profile				, ,				. ,						
pract	ical		Prereq	uisites											
					English a	at B2 leve									
						number		'S			ECTS credits				
		For	eign						Π	T T	2				
lect	class		guage	labor	work	semin		ctical	Intern	othe	_				
ure		со	urse	atory	shop	ar	cia	sses	ship	r					
30/							MCS	Hospi							
18							<u>M</u>	tal							
Cour	se aims														
		of the	concont	of the	ctato it	c historia	ral dovo	lonmont	t ac woll	as the f	functions and policies				
									rational re		unctions and policies				
		-			та: ст. с р										
	ided leari	_			learnin	a outcor	nos sno	cified in	the educ	ation sta	andard and/or				
	tional lea			-	, icai iiii	ig outcor	nes spe	cinca iii	the cauc	ation st	and and of				
					vs and i	ındorsta	nde								
			Graduate knows and understands: P_W01 the concept of the state and the historical transformation of states												
			P W11												
			P_W02 functions and types of policies implemented by the modern state												
			P_W11												
			P_W03 the basic types of bodies, units and legal institutions of a democratic state and												
Knov	vledge:		the interrelationships between these bodies and units												
			P_W09												
		P_W04 the functioning of the state in the international arena and changes in state													
		sovereignty under the influence of globalization and regionalization processes													
		P_W11													
			P_W05 principles of cooperation between European Union countries												
			P_W14												
				ate can:		_									
				-		erences	betwee	P_U01 present the differences between a democratic state and an authoritarian or							
Skills:		totalitarian state.													
Skills	•				ie.										
Skills	·•		K_U08			e system	c of doc	200*24:5	ctatos						

	K_U05
	P_U03 analyze the relations between the authorities of democratic states,
	interpreting the legal provisions in force in these countries
	K_U08
	P_U04 analyze the ways in which countries cooperate in the European Union and in international relations
	K_U08
	P_U05 identify contemporary threats to democratic countries
	K_U09
	Graduate is ready to:
	P_K01 perform various professional roles in an international environment
	K_K04
Social	P_K02 develop his/her own knowledge about the functioning of modern states and
competences:	their bodies
competences.	K_K02
	P_K03 act in an entrepreneurial manner within the institutions of a democratic state,
	recognizing the fundamental values of such a state
	K_K05

K_K05	
Program content	Subject learning outcomes
LECTURES	P_W01
The concept of the state: Georg Jellinek's classic definition and other approaches to	P_W02
the essence of the state. Transformations of the state: from the Eastern despotic	P_W03
monarchy to the democratic state. The democratic state and the authoritarian or	P_W04
totalitarian state; contemporary totalitarian and authoritarian states (North Korea,	P_W05
China, Russia); the concept of dictatorship. Functions and basic policies of the	P_U01
contemporary state. Basic types of authorities in a democratic state: executive,	P_U02
legislative and judicial power; types of bodies exercising individual powers and the	P_U03
relations between these bodies. Systems of democratic states: the presidential	P_U04
system, the parliamentary-cabinet system, models of mixed systems. Types of	P_U05
authorities in the Polish constitutional order and bodies exercising these powers.	P_K01
States in international relations. Threats to the international order in the 21st century,	P_K02
especially from 2022. The institution of the state in the conditions of globalization and	P_K03
regionalization. The role of the state in the European Union.	
	(all subject learning outcomes are implemented in each course content)
CLASSES	Not applicable
Didactic methods	
Lecture: information and problem based lecture	
Classes: not applicable	

Recommended literature

Obligatory

Christopher Pierson, The Modern State, 3rd ed. London and New York: Routledge, 2011.

John McCormick, Rod Hague and Martin Harrop, Comparative Government and Politics: An Introduction, 11th ed. London: Red Globe Press, 2019.

Supplementary

Erika Cudworth, Timothy Hall, and John McGovern, The Modern State: Theories and Ideologies, 1st ed. Edinburgh: Edinburgh University Press, 2007.

Walter C. Opello and Stephen J. Rosow, The Nation-State and Global Order: A Historical Introduction to Contemporary Politics, 2nd ed. Boulder, Colorado: Lynne Rienner Pub, 2004.

Norman Dorsen, Michel Rosenfeld, András Sajó, Susanne Baer and Susanna Mancini, Comparative Constitutionalism: Cases and Materials, 4th ed. (selected chapters). St. Paul, MN: West Academic Publishing, 2022.

Assessment fo	Assessment forms/ways of verification								
Subject									
learning	Assessment form								
outcomes									
P_W01									
P_W02									
P_W03	Written exam in descriptive form (5 questions).								
P_U01	Written exam in descriptive form, discussion as part of the seminar lecture.								
P_U02									
P_K01									

Student workload	Number of hours full-time/part-time
Classes	30/18
Active participation in classes	0
Preparation for classes	0
Preparation for exam	15/20
Studying literature	15/22
Total student workload in hours	60
ECTS credits	2
Contact	isp@ans.edu.pl

Institute:	Course name in Polish and English	Course	code
Legal and Social	Wprowadzenie do prawa / Introduction to law	BBA.M	III.12.WdP
Sciences			
	Module name in Polish and English		
Field of study:	Moduł II. Wprowadzenie do biznesu i administracji / Intr	oductior	n to business and
Business and	administration		
Administration	Study year, semester		
	I year, semester 1		
Level of study:	Course status	Langua	age
first-cycle	obligatory	English	1
studies	Name, surname, degree of the course instructor(s)		
Study profile			
Study profile practical	Prerequisites		
practical	Knowledge of English at B2 level		
	=		FOTO I'I .

Forms of classes and number of hours										ECTS credits
lect ure	class	Foreign language course	labora tory	work shop	semi nar	practical classes		Intern ship	othe r	2
30/						MCS	Hospi			
18						М	tal			

Course aims

The aim of the course is to:

Intended learning outcomes /

acts P_W06

P_W07

- 1) present basic ways of understanding law and the most important legal concepts developed in Western legal cultures, including fundamental rights, the concept of the rule of law and the division of the legal system into branches.
- 2) prepare students for work using legal regulations in an international environment.

the legal systems of continental Europe

Reference to directional learning outcomes Graduate knows and understands: P_W01 basic contemporary ways of understanding law and characteristics of the most important contemporary legal cultures P_W05 K_W02 the concept of branches of law, the basic branches of law and the methods of regulation used in them, as well as the features of private law and public law P_W05 K_W03 basic methods of interpreting legal texts, developed in Western legal culture, including the interpretation of international trade agreements and international law

K_W04 features of the Polish legal system in comparison with the characteristics of

	K WOE sources of generally applicable law in Poland and the im-	portance of				
	K_W05 sources of generally applicable law in Poland and the important international and European law for the Polish legal system	oortance of				
	P W11					
	Graduate can: K_U01 apply basic methods of interpreting legal texts in order to international and European law	analyse national,				
	K_U09					
	K_U09					
Skills:	K_U03 assign a given regulation to a specific branch of law based characteristics of that regulation	d on the				
	K_U03					
	K_U04 distinguish between legal provisions defining rules and le establishing legal principles	gal provisions				
	K_U09					
	K_U05 analyze individual rights and the scope of their protection	1				
	K_U09					
	Graduate is ready to:					
	K_K01 take action to protect individual rights					
	K_K03					
Social .	K_K02 take creative actions within the institutions of a democrat	tic state, recognizing				
competences:	the importance of the rule of law					
	K_K01					
	K_K03 independently acquire legal knowledge K_K05					
Program content		Subject learning				
r rogram content		outcomes				
LECTURES		P_W01				
1) Ways of under	standing law: natural law, legal positivism, legal realism: "law in	P_W02				
the books and lav	w in action". 2) Contemporary legal cultures: continental	P_W03				
European legal cu	ulture, customary law culture, Scandinavian legal culture,	P_W04				
_	ulture, Islamic legal culture. 3) Methods of interpreting legal texts	P_W05				
•	stern legal culture: argumentum a fortiori (argumentum a minore	P_U01				
· · ·	entum a majore ad minus), analogia, argumentum a contrario. 4)	P_U02				
•	ranches of law, basic branches of law, features of private and	P_U03				
•	es and principles in law. Application of legal principles. 6) The	P_U04				
	tive right. Fundamental rights: their meaning and protection. 7)	P_U05				
	roportionality: permissible restrictions on individual rights. The	P_K01				
•	pro libertate in a democratic state. 8) The concept of the rule of	P_K02				
	The rule of law and its features. The concept of competence. 9)	P_K03				
• .	Sources of law in various legal systems. 10) Sources of law Constitution of the Republic of Poland of 2 April 1997.	(all subject learning outcomes are implemented in each course content)				
CLASSES		-				

Not applicable

Didactic methods

Lecture: information and problem based lecture

Exercises or other form: project, group work, Individual work with source materials

Recommended literature

Obligatory

Jolanta Jabłońska-Bonca, Wprowadzenie do prawa. Introduction to Law, 2nd ed. Warszawa: Lexis Nexis, 2012.

Jaap Hage, Antonia Waltermann, Bram Akkermans, Introduction to Law, 2nd ed. Cham, Switzerland: Springer, 2017.

Supplementary

Tony Honoré, About Law: An Introduction, Oxford: Clarendon Press, 1996-2019.

Steven J. Burton, An Introduction to Law & Legal Reasoning, Boston: Aspen Publishing, 2007.

Agnieszka Bień-Kacala, Anna Mlynarska-Sobaczewska, Constitutional Law in Poland, 2nd ed. The Netherlands: Wolters Kluwer, 2021.

Sören Koch and Jørn Øyrehagen Sunde, Comparing Legal Cultures, 2nd ed. Bergen: Fagbokforlaget, 2021. Sören Koch and Marius Mikkel Kjølstad, ed. Handbook on Legal Cultures. A Selection of the World's Legal Cultures, Cham, Switzerland: Springer, 2023 (selected chapters).

Assessment forms/ways of verification

	• •
Subject	
learning	Assessment form
outcomes	
P_W02	Written exam in descriptive form (5 questions).
P_U01	Written exam in descriptive form (5 questions).
P_K01	Written examination in descriptive form, discussion during a seminar lecture.

Student workload	Number of hours
Classes	30/18
Individual work	0
Group work	0
Preparation for pass/fail	10/16
Studying literature	10/16
Total student workload in hours	50
ECTS credits	2
Contact	isp@ans.edu.pl

	tute: Course name in Polish and English Course of									code	
									A.MII.13.PF		
Scien			<u> </u>								
			Module name in Polish and English								
	of study: Moduł II. Wprowadzenie do biznesu i administracji / Introduction to business and									n to business and	
	ess and										
Admi	Ministration Study year, semester										
Level of study: I year, semester 2 Level of study: Language											
first-c		ıy.		e status						Langua	
studie	-		obliga	•				-		English	1
Staar	CS		Name	, surnan	ne, degre	e of the	course	instruct	or(s)		
Study	y profile	•									
pract	-			quisites							
			Knowl	edge of	English at	t B2 leve	el .				
			For	ms of cla	asses and	numbe	r of hou	ırs			ECTS credits
lect		Fo	reign	labor	works	semi	nrac	tical	Intern	othe	2
ure	class	lan	guage	atory	hop	nar		sses	ship	r	
		СС	urse	a.co. ,						·	
30/							MCS	Hospi			
18							M	tal			
Cours	se aims										
		stud	ents wit	th the so	urces and	dinterpr	etation	of financ	cial law re	gulation	s. To learn about legal
		structures and legal relations in the field of financial law. In particular, the issues of the state budget, budget principles and budget procedure.								_	of the state budget,
~~~		iples	-			of finan				_	of the state budget,
			and buc	dget pro		of finan				_	of the state budget,
Inten	ded lea	rning	and bud	dget prod nes /	cedure.					_	of the state budget,
Inten		rning	and bud	dget prod nes /						_	of the state budget,
Inten		rning	and bud coutcon	dget prod nes / learning	outcome	es	cial law			_	of the state budget,
Inten		rning	and bud coutcon ctional l	dget produced produce	outcome	es ndersta	cial law	. In pari	ticular, th	e issues	of the state budget,
Inten		rning	outcon ctional l Gradu P_W0	nes / learning ate kno 1 the so	outcome	es ndersta	cial law	. In pari		e issues	s of the state budget,
Inten Refer	rence to	rning	g outcon ctional I Gradu P_W0	nes / learning ate kno 1 the so	outcome ws and u	es nderstal aw and i	nds: s able to	. In part	ticular, th	e issues	s of the state budget,
Inten Refer		rning	Gradu P_W0 P_W0	nes / learning ate kno 1 the so 4	outcome	es nderstal aw and i	nds: s able to	. In part	ticular, th	e issues	s of the state budget,
Inten Refer	rence to	rning	Gradu P_W0 P_W0 P_W0	nes / learning ate kno 1 the so 4 2 the pri 4	outcome ws and ui urces of la	es nderstar aw and i f interpr	nds: s able to	charac	terize the	e issues	s of the state budget,
Inten Refer	rence to	rning	Gradu P_W0 P_W0 P_W0 P_W0	nes / learning ate kno 1 the so 4 2 the pri 4 3 the leg	outcome ws and ui urces of la	es nderstar aw and i f interpr	nds: s able to	charac	ticular, th	e issues	s of the state budget,
Inten Refer	rence to	rning	Gradu P_W0 P_W0 P_W0 P_W0 P_W0	nes / learning ate kno 1 the so 4 2 the pri 4 3 the leg	outcome ws and understanding of landingers o	es nderstar aw and i f interpr	nds: s able to	charac	terize the	e issues	s of the state budget,
Inten Refer	rence to	rning	Gradu P_W0 P_W0 P_W0 P_W0 P_W0 Gradu	nes / learning ate kno 1 the so 4 2 the pri 4 3 the leg 4 ate can:	outcome ws and underse of landingles or	es nderstar aw and i f interpr gal-adm	nds: s able to retation inistrativ	charac of law	terize the	m elations	
Inten Refer Know	rence to	rning	Gradu P_W0 P_W0 P_W0 P_W0 Gradu P_W0	nes / learning ate kno 1 the so 4 2 the pri 4 3 the leg 4 ate can:	outcome ws and underse of landingles or	es nderstar aw and i f interpr gal-adm	nds: s able to retation inistrativ	charac of law	terize the	m elations	ea of financial law
Inten Refer	rence to	rning	Gradu P_W0 P_W0 P_W0 P_W0 Cradu P_W0 Cradu P_W0 Cradu P_U01 K_U0	nes / learning ate kno 1 the so 4 2 the pri 4 3 the leg 4 ate can:	outcome ws and un unces of la inciples on gal and leg	es nderstar aw and i f interpr gal-adm et and e	nds: s able to retation inistrativ	o charac of law ve struct	terize the	m Plations n the ar	ea of financial law
Inten Refer Know	rence to	rning	Gradu P_W0 P_W0 P_W0 P_W0 Cradu P_W0 P_W0 P_W0 Cradu P_U01 K_U0 P_U02	nes / learning ate know 1 the so 4 2 the pri 4 3 the leg 4 ate can: 1 correct 4	outcome ws and un unces of la inciples on gal and leg	es nderstar aw and i f interpr gal-adm et and e	nds: s able to retation inistrativ	o charac of law ve struct	terize the	m Plations n the ar	
Inten Refer Know	rence to	rning	Gradu P_W0 P_W0 P_W0 P_W0 P_W0 P_W0 F_W0 F_W0 F_W0 Gradu F_U01 K_U04	nes / learning ate kno 1 the so 4 2 the pri 4 3 the leg 4 ate can: 1 correct 4	outcome ws and under the control of	es nderstar aw and i f interpr gal-adm et and e	nds: s able to retation inistrative	o charac of law ve struct	terize the	m Plations n the ar	ea of financial law
Inten Refer Know	vledge:	rning	Gradu P_W0 P_W0 P_W0 P_W0 Cradu P_W0 Cradu P_U01 K_U04 Gradu Gradu	nes / learning ate kno 1 the so 4 2 the pri 4 3 the leg 4 ate can: 1 correct 4 2 identify hate is re	outcome ws and un urces of la inciples of gal and leg ly interpr y and solv	nderstar aw and i f interpr gal-adm et and e	nds: s able to retation inistrative explain le	o charactory characters of law eastructers are structed to the structers of the structers are structed to the struct	terize the	m elations	ea of financial law financial law
Inten Refer Know Skills	vledge:	orning dire	Gradu P_W0 P_W0 P_W0 P_W0 Cradu P_U01 K_U04 Gradu P_K01	nes / learning ate know 1 the so 4 2 the pri 4 3 the leg 4 ate can: 1 correct 4 2 identify 4 ate is re 1 independents	outcome ws and un urces of la inciples of gal and leg ly interpr y and solv	es nderstar aw and i f interpr gal-adm et and e	nds: s able to etation inistrative explain leaders related	o charactory characters of law eastructers are structed to the structers of the structers are structed to the struct	terize the	m elations	ea of financial law

Program cor	ntent	Subject learning outcomes
LECTURES		P_W01
The concept	P W02	
•	, state budget - legal nature, structure and procedural aspects; public	P_W03
	d expenditures, budget deficit and public debt, public finance sector	P_U01
units and the	eir characteristics, tax revenues and their significance and an outline	P_U02
of the struct	ure of individual taxes	P_K01
		(all subject learning outcomes are implemented in each course content)
CLASSES Not applicab	ıle	-
Didactic met	thods	
Lecture: info	rmation and problem based lecture	
Classes: xx		
Recommend	led literature	
Obligatory		
	rces, databases, e.g. EBSCO	
Supplement	ary	
websites	formal and the office of the original and the original an	
	forms/ways of verification	
Subject	Assessment form	
learning outcomes	Assessment form	
P_W01		
P_W01	Assessment with a grade (oral form): the student draws 3 questions,	for each answer he or
P W03	she receives a maximum of 4 points (for 3 answers the student can re	
P_U01	12 points), the grade is awarded according to the rule: 12 pts grad	
P_U02	4.5; 10 pts grade 4.0; 9 pts grade 3.5; 8 - 7 pts grade 3.0; 6 pts. a	
P_K01	, , , , , , , , , , , , , , , , , , ,	6 <b>2</b>
Student wor	kload	Number of hours
Classes		30/18
Individual w	ork	0
Group work		0
Preparation	for pass/fail	10/16
Studying lite	rature	10/16
Total studen	t workload in hours	50
ECTS credits		2
Contact		isp@ans.edu.pl

Insti	tute:		Course name in Polish and English Course code									
Lega	l and S	ocial	Macro- and microeconomics (Makro- i							BBA.MII.17.MiM		
Scier	nces		mikroekonomia)									
	_		Module name in Polish and English									
	of stu	-	Moduł II. Wprowadzenie do biznesu i administracji / Introduction to business and									
	ness ar		administration									
Adm	inistra	tion	Study year, semester									
Leve	l of stu	ıdv:	I year, s	emester	1							
	cycle	,.	Course	status						Langua	age	
stud	-		obligato	ory						English	1	
			Name,	surname	e, degre	e of the	course	instruct	or(s)			
Stud	y profi	le										
prac	tical		Prerequ	iisites								
			Knowle	dge of E	nglish at	t B2 leve	el					
			Form	s of clas	ses and	numbe	r of hou	ırs			ECTS credits	
1		Fo	reign	Laban				4:1		othe	2	
lect ure	clas s	lan	guage	labor atory	work shop	semi nar		tical sses	Intern ship	r		
uie	3	СО	urse	atory	Silop	IIai	Cias		Silip	'		
15/	30/						MCS	Hosp				
12	24						М	ital				
_												
	se aim											
			urse is to	provide	student	s with ii	nformat	ion abou	it the eco	nomy ai	nd the principles/laws	
OFILS	functi	orning.										
Inter	nded le	arning	outcome	es /								
		_	ctional le		utcome	es						
				te know								
				basic ec	onomic	concept	ts and th	neir mea	ning			
			P_W15									
Knov	wledge		P_W02 the principles of operation of enterprises									
Kilot	vicugo	•	P_W15	P_W15								
			P_W03	the rela	itionship	betwe	en decis	ions ma	de by the	govern	ment and their	
			econom	ic conse	quence	s for citi	zens					
P_W15												
			Gradua	te can:								
			P_U01	make ac	curate o	decision	s about	choosing	g a credit	source		
			K_U08									
Chille	•		_		•	istinguis	sh betw	een sho	rt-term a	and long	term benefits when	
Skills:			<b>P_U02</b> can correctly distinguish between short-term and long-term benefits when making decisions									
JKIIIS			making decisions									
SKIIIS			K_U08	_								
SKIIIS			K_U08	use eco	nomic te	erms in t	their cor	rect me	aning who	en writir	ng reports and studies	

	P_U04 understand simple statistics using a spreadsheet and pre	esent them in the form
	of graphs	
	K_U10	
Social competences		hoice of the direction
Program con	K_K06 tent	Subject learning outcomes
collective cor of mutual rel economic pro background of development investments.	division of the national product (basic aggregates, consumption, insumption, investments, exports, savings, budget deficit). Discussion ations between aggregates and the role of government in shaping ocesses. Basic information about the Polish economy against the of the world economy. Economic efficiency. Economic growth and it. Money. International exchange and the world economy, foreign The latest trends in the world economy and their impact on the my (the 2008 crisis, "financialization" of economies)	P_W01 P_W02 P_W03  (all subject learning outcomes are implemented in each course content)
demand, price supply and do Principles of profitability of enterprises to	economics (statistics, summaries, charts), concepts of supply and the formation in various markets, individual incomes. Elasticities of the emand. Market equilibrium (free competition and monopoly). Experation of enterprises (revenues, revenues, cost categories, of operations, use and expansion of production capacity, reactions of the external signals). The law of diminishing returns, economies of the tion of investments and principles of operation of the financial	P_W01 P_W02 P_W03 P_U01 P_U02 P_U03 P_U04 P_K01 (all subject learning outcomes are implemented in each course content)
Didactic met	hods	
Lecture: info	rmation and problem based lecture	
Classes: Pract	tical classes	
Recommend	ed literature	
Obligatory		
	ces, data bases e.g. EBSCO	
Supplementa Websites	ary	
	forms/ways of verification	
Subject	orms, ways or vermeation	
learning outcomes	Assessment form	
P_W01 P_W02 P_W03	Written assessmet – descriptive colloquium, 5 questions coverin	g lecture topics.

P_U01	Assessment with a grade (oral form): the student draws 3 questions, for each answer he
P_U02	receives a maximum of 4 points (for 3 answers the student can receive a maximum of 12
	points), the grade is given according to the rule: 12 points - grade 5.0; 11 points - grade 4.5;
P_K01	10 points - grade 4.0; 9 points - grade 3.5; 8 - 7 points - grade 3.0; 6 points and below - grade
	2.0

Student workload	Number of hours
Classes	45/36
Preparation for classes and active participation	3/6
Preparation for passing the lecture	5/7
Preparation for passing the classes	5/6
Studying literature	2/5
Total student workload in hours	60
ECTS credits	2
Contact	isp@ans.edu.pl

Instit	tute:		Course	Course name in Polish and English Course code								
_	l and So	cial	Strategic Marketing in business and BBA.MII.21a.MSwBiA									
Scien	ices		administration/marketing strategiczny w biznesie i									
			admin	administracji)								
	of stud	-	Modu	le name i	n Polish							
Business and Administration			Xxx									
Aum	וווואנו מנונ	OH	Study	year, sem	ester							
Level of study:			Year II	, semeste	r 4							
first-			Course	e status						Langua	age	
studi	•									English	1	
			Name	, surname	, degre	e of the	course	instruct	or(s)			
Stud	y profile	•										
pract	tical		Prerec	quisites								
			Knowl	edge of E	nglish at	t B2 leve	el .					
			For	ms of clas	ses and	numbe	r of hou	rs			ECTS credits	
		Fo	reign								2	
lect	class		guage	Labora	work	semi		tical	Intern	othe		
ure		СО	urse	tory	shop	nar	Cias	sses	ship	r		
	30						MCS	Hosp				
							М	ital				
Cour	se aims											
								_		•	etences in the field of	
proje	ect mana	agem	ent, with particular emphasis on the phases of project preparation and implementation.									
Intor	nded lea	rnina	outcon	nos /								
		_		les / learning o	utcome	nc .						
KCIC	i ciicc to	unc	ctionari	carriing c	acconic	.3						
			Gradu	Graduate knows and understands:								
			P_W01 conditions for conducting marketing activities in a strategic dimension									
Knov	vledge:		K_W15									
KIIOV	vicuge.		P_W02 mechanisms and instruments for conducting marketing activities in a strategic									
			dimension									
			K_W15									
<b>~1</b> ····				ate can:								
Skills	<b>::</b>		_	P_U01 select marketing communication instruments in a strategic dimension								
			P_U12									
<b>.</b>	.1		_	ate is rea	•						1 1 1 1	
Socia		٠.	_				scussior	on how	to progr	am, con	duct, monitor and	
com	petence	э.		ite strateg	gic mark	ering						
Droc	ram car	tost	K_K04								Subject learning	
Prog	ram con	tent									Subject learning outcomes	
CLAS	SES.										P W01	
CLAS	JLJ.										P_W01 P W02	
							1					

Marketing – origins and evolution. – definitional and classification approach.	P_W15
Branches of marketing.	P_U01
Strategy in marketing.	P_U12
Formation of marketing strategies.	P_K01
Implementation of marketing strategies.	P_K04
Monitoring and evaluation of marketing strategies.	(all subject learning
	outcomes are
	implemented in
	each course
	content)

Classes: project, group work, Individual work with source materials

## **Recommended literature**

## **Obligatory**

Flynn N., Public sector management, Sage 2012.

Govers R., Go F., *Place branding. Glocal, virtual and physical identities, constructed, imagined and experienced,* Palgrave Macmillan 2009.

Kotler P., *Principles of marketing*, Prentice Hall Europe 1999.

Public management and governance, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009.

## **Supplementary**

Anhlot S., Places. Identity, image and reputation, Palgrave Macmillan 2010.

Aronczyk M., *Branding the nation. The global business of national identity*, Oxford University Press 2013. Baker B., *Destination branding for small cities. The essentials for successful place branding*, Creative Leap Books 2007.

City branding. Theory and cases, edited by K. Dinnie, Palgrave Macmillan 2011.

Dinnie K., Nation branding. Concepts, issues, practice, Elsevier 2009.

Assessment	Assessment forms/ways of verification								
Subject									
learning	Assessment form								
outcomes									
P_W02	Individual work, group work, project								
P_U01	Individual work, group work, project								
P_K01	Individual work, group work, project								

Student workload	Number of hours
Classes	30
Individual work	20
Group work	10
Preparation of project	30
Total student workload in hours	90
ECTS credits	2
Contact	isp@ans.edu.pl

	tute:		Course name in Polish and English								Course code		
_	and Socia	al	Operational marketing in business and administration / BBA.MII.21b.MOwBiA										
Scien	ices		marketing operacyjny w biznesie i administracji)										
			Module name in Polish and English										
Field of study:			Moduł II. Wprowadzenie do biznesu i administracji / Introduction to business and										
	ness and		adminis	tration									
Admi	inistratior	1	Study y	ear, sem	nester								
امیرما	of study	. [	Year 2,	semeste	r 4								
first-c	•	. [	Course	status						Langua	age		
studie	•		Obligato	ory						English	1		
			Name, s	surname	e, degre	e of the	course i	nstruct	or(s)				
Study	y profile												
Pract	ical	l	Prerequ	isites									
			Knowled		nglish at	t B2 leve	<u></u>						
				s of clas				re			ECTS credits		
		<b>C</b> .	oreign	is Of Clas	Wor	liuiiibe	i di ildu	13			2		
lect	class		nguage	labor	ksho	semi	prac	tical	Intern	othe			
ure	Class		ourse	atory	р	nar	clas	ses	ship	r			
	30				<u> </u>		MCS	Hosp					
							M	ital					
Cour	se aims	Course aims											
		cou	rse is to e	equip stu	ıdents w	vith kno	wledge,	skills an	d compet	ences in	the field of marketing		
The a	im of the										the field of marketing d administration.		
The a	im of the										-		
The a	nim of the agement,	with	n particul outcome	ar emph	nasis on	the ope					-		
The a	nim of the agement,	with	n particul outcome	ar emph	nasis on	the ope					_		
The a	nim of the agement,	with	outcome	ar emph es / arning o	nasis on	the ope	rational				~		
The a	nim of the agement,	with	outcome ctional le	ar emph es / arning o	nasis on outcome s and u	the ope	rational	dimensi	ion in busi	iness an	d administration.		
The a mana Inten Refer	aim of the agement, aded learn rence to c	with	outcome ctional le Graduat P_W01	ar emph es / arning o	nasis on outcome s and u	the ope	rational	dimensi	ion in busi	iness an	_		
The a mana Inten Refer	nim of the agement,	with	outcome ctional le Graduar P_W01 K_W15	ar emph es / arning o te know conditio	outcome s and up ons for co	the ope es nderstal onduction	nds:	dimensi	tivities in	the oper	d administration.		
The a mana Inten Refer	aim of the agement, aded learn rence to c	with	outcome ctional le Graduat P_W01 K_W15 P_W02	ar emph es / arning o te know conditio mechan	outcome s and un ons for co	the ope es nderstal onduction	nds:	dimensi	tivities in	the oper	d administration.		
The a mana Inten Refer	aim of the agement, aded learn rence to c	with	outcome ctional le Graduar P_W01 K_W15	ar emph es / arning o te know conditio mechan	outcome s and un ons for co	the ope es nderstal onduction	nds:	dimensi	tivities in	the oper	d administration.		
The a mana Inten Refer	aim of the agement, aded learn rence to c	with	outcome etional le Graduat P_W01 K_W15 P_W02 operation	ar emph es / arning o te know conditio mechan onal dim	outcome s and un ons for co	the ope es nderstal onduction	nds:	dimensi	tivities in	the oper	d administration.		
The a mana Inten Refer	aim of the agement, aded learn rence to cover the cover	with	outcome ctional le Graduat P_W01 K_W15 P_W02 operation K_W15 Graduat	ar emph es / arning o te know conditio mechan onal dim te can:	outcome s and un ons for consists and tension	the ope	nds: ng mark ments fo	eting act	tivities in	the oper	d administration.  rational dimension  ctivities in the		
The a mana Inten Refer	aim of the agement, aded learn rence to cover the cover	with	outcome ctional le Graduat P_W01 K_W15 P_W02 operation K_W15 Graduat	ar emph es / arning o te know conditio mechan onal dim te can:	outcome s and un ons for consists and tension	the ope	nds: ng mark ments fo	eting act	tivities in	the oper	d administration.		
The a mana Inten Refer	aim of the agement, aded learn rence to cover the cover	with	outcome ctional le Graduat P_W01 K_W15 P_W02 operation K_W15 Graduat	ar emphases / arning of te know condition mechan onal dimete can: select mane	outcome s and un ons for consisms and ension	the ope	nds: ng mark ments fo	eting act	tivities in	the oper	d administration.  rational dimension  ctivities in the		
The a mana Inten Refer	aim of the agement, aded learn rence to convicted ge:	with	outcome ctional le Graduat P_W01 K_W15 P_W02 operation K_W15 Graduat P_U01 s P_U12 Graduat	ar emphass / arning of te know condition mechan onal dim te can: select ma te is rea	outcome s and un ons for consisms and ension arketing	es nderstal onduction d instruction	nds: ng mark ments fo	eting act	tivities in a	the oper	rational dimension ctivities in the		
The a mana Inten Refer Know Skills	aim of the agement, aded learn rence to convicted ge:	with	outcome ctional le Graduat P_W01 K_W15 P_W02 operation K_W15 Graduat P_U01 s P_U12 Graduat	ar emph es / arning of te know condition mechan onal dim te can: select materials	outcome s and un ons for consisms and ension arketing dy to: a substa	es nderstal onduction d instruction g communication	nds: ng mark ments fo	eting act	tivities in a	the oper	d administration.  rational dimension ctivities in the		
The a mana Inten Refer Know Skills	nim of the agement, aded learn rence to coviedge:	with	outcome ctional le Graduat P_W01 K_W15 P_W02 operation K_W15 Graduat P_U01 s P_U12 Graduat	ar emph es / arning of te know condition mechan onal dim te can: select materials	outcome s and un ons for consisms and ension arketing dy to: a substa	es nderstal onduction d instruction g communication	nds: ng mark ments fo	eting act	tivities in a	the oper	rational dimension ctivities in the		
The a mana Inten Refer Know Skills Socia comp	nim of the agement, aded learn rence to coviedge:	with	outcome ctional le Graduat P_W01 K_W15 P_W02 operatio K_W15 Graduat P_U01 s P_U12 Graduat evaluate	ar emph es / arning of te know condition mechan onal dim te can: select materials	outcome s and un ons for consisms and ension arketing dy to: a substa	es nderstal onduction d instruction g communication	nds: ng mark ments fo	eting act	tivities in a	the oper	rational dimension ctivities in the ational dimension		
The a mana Inten Refer Know Skills Socia comp	nim of the agement, aded learn rence to convict the conviction of the agement, and additional addit	with	outcome ctional le Graduat P_W01 K_W15 P_W02 operatio K_W15 Graduat P_U01 s P_U12 Graduat evaluate	ar emph es / arning of te know condition mechan onal dim te can: select materials	outcome s and un ons for consisms and ension arketing dy to: a substa	es nderstal onduction d instruction g communication	nds: ng mark ments fo	eting act	tivities in a	the oper	rational dimension ctivities in the ational dimension duct, monitor and		
The a mana Inten Refer Know Skills Socia comp	aim of the agement, aded learn rence to content of the content of	with	outcome ctional le Graduat P_W01 K_W15 P_W02 operatio K_W15 Graduat P_U01 s P_U12 Graduat evaluate	ar emph es / arning of te know condition mechan onal dim te can: select materials	outcome s and un ons for consisms and ension arketing dy to: a substa	es nderstal onduction d instruction g communication	nds: ng mark ments fo	eting act	tivities in a	the oper	rational dimension ctivities in the ational dimension duct, monitor and  Subject learning		

Operational marketing: conditions, instruments, mechanisms of monitoring and	P_W15
evaluation.	P_U01
	P_U12
	P_K01
	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

Classes: project, group work, individual work with source materials

## **Recommended literature**

## **Obligatory**

Flynn N., Public sector management, Sage 2012.

Govers R., Go F., *Place branding. Glocal, virtual and physical identities, constructed, imagined and experienced*, Palgrave Macmillan 2009.

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City branding. Theory and cases, edited by K. Dinnie, Palgrave Macmillan 2011.

Dinnie K., Nation branding. Concepts, issues, practice, Elsevier 2009.

Assessment fo	Assessment forms/ways of verification							
Subject								
learning	Assessment form							
outcomes								
P_W02	Individual work, group work, project							
P_U01	Individual work, group work, project							
P_K01	Individual work, group work, project							

Student workload	Number of hours
Classes	30
Individual work	20
Group work	10
Preparation of project	30
Total student workload in hours	90
ECTS credits	2
Contact	isp@ans.edu.pl

Insti	tuto:		Course	nama in	Polich :	and Eng	lich			Course	n codo	
	l <b>ute</b> . I and Soci	al	Course name in Polish and English  Course code  Self-government and local policy/  BRA MILL 23 STIPL									
Sciences			Self-goverment and local policy/ Samorzad terytorialny i polityka lokalna									
361611663				Samorząd terytorialny i polityka lokalna  Modulo namo in Polich and English								
Field of study:			Module name in Polish and English  Moduł III. Biznes i administracja w warunkach MLG / Business and administration in									
Busir	ness and					ilistiacja	a w wait	ilikacii i	vilo / bus	111633 011	u aummistration in	
Adm	inistratior	า		MLG conditions Study year, semester								
				emeste								
	l of study	:	Course							Langua	200	
first-	•		obligato							English		
studi	es			surname	degre	o of the	COURSE	instruct	or(s)	Liigiisi	<u> </u>	
Stud	y profile		ivaille, s	surnanne	, uegre	e or the	course	iiisti ucti	OI (S)			
pract			Prerequ	iicitos								
praci	ilcui			dge of E	nalich at	+ D2 love	\.I					
				s of clas	ses and	numbe	r of hou	ırs			ECTS credits	
lect			oreign	labor	work	semi	prac	tical	Intern	othe	3	
ure	class		nguage	atory	shop	nar	clas	sses	ship	r		
20	15		course				MCS	Heer				
30	15						M	Hosp ital				
							IVI	Itai	ł			
Cour	se aims											
		e co	urse is to	n equin	student	s with k	nowled	م دkilla	and com	netence	es in the field of local	
			urse is to equip students with knowledge, skills and competences in the field of local local policy, with particular emphasis on the conditions, mechanisms and forms of									
-			implementing multi-sectoral projects.									
	nded lear rence to d	_	ctional le	arning c								
				te know								
			P_W01 legal, political, economic and social conditions for the functioning of local									
Know	vledge:		government entities and local policy									
KIIOV	vieuge.		K_W15  P_W02 forms of conducting sector-oriented local policy in the system of relations									
			<b>P_W02</b> forms of conducting sector-oriented local policy in the system of relations between business and administrative entities									
			K W15		.55 4114 (							
			Graduate can:									
					nd selec	t mech	anisms f	or condi	ucting sec	tor-orie	nted local policy in	
Skills	<b>::</b>		_						administra		·	
			P_U12									
				te is rea	dy to:							
<b>.</b> .					•	ntive di	scussior	on the	barriers t	o the str	rategic dimension of	
Socia			_								between business	
com	petences:			ninistrat				•				
			K_K04									

Program content	Subject learning outcomes
LECTURES: Local government in the political system of the state. Local government of selected European and non-European countries (Poland, Germany, Czechia, France, Italy, Spain, Great Britain, Russia, USA, Canada)	P_W01 P_W02 P_W15 P_U01 P_U12 P_K01 P_K04 (all subject learning outcomes are implemented in each course content)
CLASSES: Local policy as a sphere of activity of public, private and social entities. Programming, implementing, monitoring and evaluating local policy. Challenges and threats to local policy.	P_W01 P_W02 P_W03 P_U01 P_U02 P_K01 P_K02 (all subject learning outcomes are implemented in each course content)

Lecture

Classes: project, group work, individual work with source materials

## **Recommended literature**

#### **Obligatory**

Cities, politics and policy. A comparative analysis, edited by John P. Pelissero, CQ Press, 2003.

https://sk.sagepub.com/cqpress/cities-politics-and-policy

Comparative public administration, edited by J. A. Chandler, Routledge, Taylor & Francis Group, 2014.

https://www.taylor francis.com/books/edit/10.4324/9781315771977/comparative-public-administration-chandler

Local government in Central and Eastern Europe. The rebirth of local democracy, edited by A. Coulson, A. Campbell, Routledge, 2008.

https://www.routledge.com/Local-Government-in-Central-and-Eastern-Europe-The-Rebirth-of-Local-Democracy/Coulson-Campbell/p/book/9780415411523

Silva C. N., Buček J., Local government and urban governance in Europe, Springer 2017.

https://link.springer.com/book/10.1007/978-3-319-43979-2

The Oxford handbook of state and local government, edited by D. P. Haider-Markel, Oxford University Press, 2016.

https://academic.oup.com/edited-volume/28188

## **Supplementary**

Levine M. A., *Urban politics. Cities and suburbs in a global age*, Routledge, Taylor & Francis Group, 2019.

https://www.taylorfrancis.com/books/mono/10.4324/9780429468544/urban-politics-myron-levine Gordon L. G., *Strategic planning for local government*, International City/County Management Association 2005.

Izdebski H., Introduction to public administration and administrative law, Liber, 2006.

Karley R., Managing in local government, Macmillan Press, 1994.

, ,	ringer.com/book/10.1007/978-1-349-23650-3							
Assessment forms/ways of verification								
Subject learning outcomes	learning Assessment form							
P_W02	P_W02 Individual work, group work, project, exam							
P_U01	P_U01 Individual work, group work, project, exam							
P_K01	P_K01 Individual work, group work, project, exam							
Student workload Number of hours								
Classes 45								
Individual wor	Individual work 15							
Group work	Group work 10							
Preparation of	Preparation of project 20							
Preparation fo	Preparation for exam 30							
Total student	Total student workload in hours 120							
<b>ECTS credits</b>	ECTS credits 3							
Contact	Contact isp@ans.edu.pl							

Course code

BBA.MIII.25.FS

Finanse samorządowe

Local government finances

Institute:

Sciences

Legal and Social

Scier	100										
Selences		Module name in Polish and English									
Field of study: Business and		Moduł III. Biznes i administracja w warunkach MLG / Business and administration in									
		MLG conditions									
Adm	inistratio	on	Study	year, sem	nester						
			Year I,	semester	2						
first- studi	•	y:	Course	e status						Langu	age
			obliga	tory						English	n
	y profile	•	Name	, surname	e. degre	e of the	course	instruct	or(s)		
pract	tical			,	,				(-/		
			Prerec	quisites							
				edge of E	nglish at	B2 leve	<u>!</u>				
Form	s of clas	sses a		nber of ho							ECTS credits
		Fore									
lect ure	class	lang	uage	labora tory	work shop	semi nar	praction classes		Intern ship	othe r	2
30	15	cou	rse				MCSM	Hospit			3
								al			
Cour	se aims										
Acqu	iring sys	tema	tic knov	wledge of	the mat	terial fo	undatio	ns of loc	al govern	ment fu	nctioning and the
				_					_		ictural elements of
						•		•	g, includi	ng budg	et planning, and
respo	onsibility	/ in th	e finan	cial mana	gement	of local	governr	nent.			
Refe	Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes									standard and/or	
Graduate knows and understands:											
			P_W01 basic legal structures and principles of financial management in local								
		government units									
			K_W04								
Knov	vledge:		P_W02 principles of functioning of institutions and legal structures in the field of								
				ial law of	local go	vernme	nt				
			K_W0			<u> </u>					
				<b>3</b> basic pr	inciples	of local	governr	nent fin	ancial law	<u>'</u>	
			K_W1								
				ate can:	ocific led	al and c	rganiza	tional n	ohlems ir	the fiel	ld of local
Skills	<b>::</b>		_	nment fin	_	on and C	Parinza	aonai pi	Joicins II	. are ne	31 10001
			K_U03								

	<b>P_U02</b> confront the divergent views of representatives of doctrine and jurisprudence and systematize and evaluate the arguments used in this respect
	K_U08
	<b>P_U03</b> notice the connections between financial, legal and social phenomena in local government
	K_U01
	Graduate is ready to:
Social competences:	<b>P_K01</b> independently deepen knowledge and understand the need to keep up with changes in local government financial law
- Competences.	K_K07

Program content	Subject learning
	outcomes
LECTURE	P_W01
1. The constitutional system of sources of income of local government units in	P_W02
Poland.	P_W03
2. The importance of the European Charter of Local Self-Government as a source	P_U01
and a special type of standard for the foundations of the financial management of	P_U02
local government units.	P_U03
3. Sources of own revenues of local government units in Poland.	P_K01
4. General subsidies and earmarked grants as sources of external funding for local	
government units.	
5. Sources of revenues of local government units in Poland.	(all subject learning
6. Principles of the financial management of auxiliary units of the commune.	outcomes are
7. Basics of the financial management of municipal associations.	implemented in
8. Local government units on the capital market.	each course
CLASSES	content)
Principles of financing tasks assigned to local government units in the field of	
government administration. Supervision and control in financial matters of local	
government units. Selected elements of the budget procedure in local government	
units. Internal audit in local government units. Selected issues concerning multi-	
annual planning in local government units. Principles of liability for violating public	
finance discipline in local government units. Financial aspects of local government	
unit cooperation with non-governmental organizations.	

Lecture: lecture with multimedia presentation of selected issues, conversational lecture, problem-based lecture

Classes: data interpretation, analysis, discussion

# **Recommended literature**

## Obligatory

Borodo A. (2012): Samorząd terytorialny. System prawnofinansowy, Lexis Nexis, Warszawa Jastrzębska M. (2012): Finanse jednostek samorządu terytorialnego, Wolters Kluwer, Warszawa

# Supplementary

Kosikowski C., Salachna J. (red.) (2012): Finanse samorządowe. 580 pytań i odpowiedzi, Wolters Kluwer, Warszawa

Patrzałek L. (red.) (2012): Finanse samorządu terytorialnego, Wydawnictwo Wyższej Szkoły Bankowej, Wrocław

# Assessment forms/ways of verification

Subject	
learning	Assessment form
outcomes	
P_W01	The grade for the course is the grade from the final test consisting of 2 parts:
P_W02	- theoretical (single choice test),
P_W03	- practical (6 cases; tasks must be solved).
P_U01	
P_U02	
P_U03	
P_K01	

Student workload	Number of hours full-time/part-time
Classes	45
Active participation in classes	10
Preparation for classes	15
Studying literature	15
Total student workload in hours	85
ECTS credits	3
Contact	isp@ans.edu.pl

Instit	tute:		Course name in Polish and English Course code									
	l and So	cial	3								IIII.27.SIRziPC	
Scier			policy/System instytucji rządowych i polityka centralna									
			Module name in Polish and English									
Field	of stud	Moduł III. Biznes i administracja w warunkach MLG / Business and administration in										
Business and MLG conditions												
Adm	dministration  Study year, semester											
_				semest								
	l of stud	y:	,	e status						Langua	age	
first- studi	•		Obliga							English		
Studi	ies				ne. degr	ee of the	course	instructo	or(s)		•	
Stud	y profile		- ruanne,	, sarriar	ic, acg.	cc or the	Course	instruct.	J. (J)			
Pract			Droroc	quisites								
					wledge	about th	a Palish	nolitical	system			
			_	•	_	at B2 leve		Political	System			
						nd numbe		ırs			ECTS credits	
lect	class	Fore	eign lg	labor	work	semin	Prac	tical	Intern	Othe	3	
ure	es		lass	atory	shop	ar	clas	sses	ship	r		
30	15						MCS	Hosp				
							М	ital				
Cour	se aims											
The a	aim of th	e cou	rse is to	equip s	tudents	with know	wledge,	skills and	d compete	ences in	the field of the system	
of go	vernme	nt ins	titution	s and ce	ntral po	licy, with	particul	ar emph	asis on th	e condit	ions, mechanisms and	
form	s of fund	ctioni	ng of th	e institu	itional a	nd legal s	ystem o	f Poland				
			_	,								
	nded lea	_		· <del>-</del>								
кете	rence to	aire	ctional	iearning	outcon	nes						
			Gradu	ate kno	ws and	understa	nds:					
			P_W01 conditions and forms of functioning of government bodies and institutions									
			and the conduct of central policy in the perspective of the development of relations									
			between business and administrative entities									
Knov	wledge:		K_W15									
			P_W02 challenges of functioning of government organizations and institutions and									
			conducting central policy in the perspective of developing relations between business									
			and administrative entities									
K_W15												
				ate can								
Skills:		P_U01 review the material results of the activities of government bodies and										
Skills	5:	JAIII3.		institutions in the field of implementing the development dimension of central policy								
Skills	<b>5:</b>				the field	of imple	menting	the dev	/elopmen	t dimen	sion of central policy	
Skills	s: 		P_U12	<u> </u>		от ітріе	ementing	the dev	/elopmen	t dimen	sion of central policy	
			P_U12 <b>Gradu</b>	ate is re	ady to:							
Socia	al		P_U12 <b>Gradu</b> <b>P_K01</b>	ate is re	ady to:	depth disc	cussion	on the po	ossibilities	s and lim	nitations of	
Socia		s:	P_U12 Gradu P_K01 impler	eate is re conductions menting	eady to: t an in-c the dev	depth disc	cussion o	on the posion of c	ossibilities	s and lim	nitations of e perspective of	

K_K04	
Program content	Subject learning outcomes
LECTURE: Institutions in the political system of the state. The system of government institutions of selected European and non-European countries (Poland, Germany, Czechia, France, Italy, Spain, Great Britain, Russia, USA, Canada)	P_W01 P_W02 P_W15 P_U01 P_U12 P_K01 P_K04 (all subject learning outcomes are implemented in each course content)
CLASSES: Central policy as a sphere of activity of public, private and social entities. Programming, implementing, monitoring and evaluating central policy. Challenges and threats to central policy	P_W01 P_W03 P_U01 P_U02 P_U03 P_K01 P_K02 (all subject learning outcomes are implemented in each course content)

Lecture

Classes: project, group work, individual work with source materials

## **Recommended literature**

## Obligatory

Comparative public administration, edited by J. A. Chandler, Routledge, Taylor & Francis Group, 2014. https://www.taylorfrancis.com/books/edit/10.4324/9781315771977/comparative-public-administration-chandler

Izdebski H., Introduction to public administration and administrative law, Liber, 2006.

The Oxford handbook of state and local government, edited by D. P. Haider-Markel, Oxford University Press, 2016.

https://academic.oup.com/edited-volume/28188

# Supplementary

Public management and governance, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009.

## Assessment forms/ways of verification

Subject learning outcomes	Assessment form
P_W02	Individual work, group work, project, exam
P_U01	Individual work, group work, project, exam

P_K01	Individual work, group work, project, exam	
Student workl	oad	Number of hours
Classes		45
Individual wor	K	15
Group work		15
Preparation of	project	15
Preparation fo	r exam	30
Total student	workload in hours	110
ECTS credits		3
Contact		isp@ans.edu.pl

						COURSE	CARD				
Institu	ute:		Cent	tral gove	e code						
Legal and Social Sciences		cial	Finanse centralne BBA.MIII.29.FC								
Scienc	ces		Mod	lule nam	ne in Polis	sh and En	glish				
Field	of stud	y:	Mod	luł III. Bi	znes i adr	ninistracja	a w waru	unkach N	ИLG / Bus	iness an	d administration in
	ess and			conditi							
Admir	nistrati	on			semester						
Lovel	of stud	lv.	Year	I, seme	ster 1						
first-c		ıy.	Cour	rse statu	IS					Langu	age
studie	•		oblig	gatory						English	า
			Nam	ne. surna	ame. degi	ee of the	course	instruct	or(s)		
-	profile	•		,	arrie, alegi	00 01 1110	554.55		J. (J)		
practi	cai		Prer	equisite	S						
			Knov	wledge o	of English	at B2 leve	el				
Forms	of cla	sses a	nd nu	ımber o	f hours						ECTS credits
lectu	clas	Fore	oian	labo	works	semin	Practio	~al	Intern	Othe	
re	ses	lg cl	-	rator	hop	ar	classes		ship	r	_
				У							3
15   30							MCSM	Hospit al			
									1		
econd econd of public fiscal	omy, wi omy and olic fun debt. policy.	th pa d the ds usi Prese	rticula instru ng fin ntatio	ar empha ments o ancial a	asis on Po of its impa nd fiscal i	olish expe ct on eco nstrumen	riences. nomic e ts, as we	Analysis ntities a ell as the	of the rond society state bu	le of the y. Issues dget and	em in the modern e state in the of both the collection If the deficit and er with an analysis of
Refer	ence to	gene	eral ar		ecific lea	rning out	comes s	pecified	in the ed	lucation	standard and/or
						understa					
			P_W01 the concepts of state budget and public finance sector								
			K_W03								
Know	ledge:		P_W02 causes and effects of budget deficit and public debt  K W01								
-					nizationa	l and lega	l forms :	and prin	ciples of f	financial	management of
		_	_	ce sector	_	1 1011113	and prin	cipics of i	manciai	management of	
			K_W								
			Grac	luate ca	n:						
					s the role	of the pu	ıblic fina	nce sec	tor in the	modern	economy
Skills:			K_U								
		P_U02 assess the impact of the general state of the economy on the public finance									

sector

	K_U03
	<b>P_U03</b> assess the burden of public taxes on taxpayers and indicate their economic consequences
	K_U08
Social	Graduate is ready to:
Social	P_K01 critically assess of the state and direction of public finance sector reforms
competences:	K_K04

Program content	Subject learning outcomes
LECTURES	
1. The concept of public finance and the public finance sector. 2. Functions of public finance 3. Organizational and legal forms of public finance sector units 4. Public revenues and income. Tax system. Public expenditures and outlays. Structure of state budget revenues and expenses in Poland 5. State budget, including the performance budget and the budget of European funds). Budget classification. Principles of budget management. State budget and the State Treasury. Relations between the state budget and the State Treasury. 6. Balance of the public finance system. Theories of budget balance. Types of deficits and budget balances. Causes, sources of financing and economic consequences of the budget deficit. 7. Public debt. Classification of public debt. Origin and structure of public debt in Poland. Consequences of public debt. Public debt management 8. Fund economy 9. Finance of social and health insurance 10. Finance of local government units. 11. Finance of the European Union.	P_W01 P_W02 P_W03  (all subject learning outcomes are implemented in each course content)
CLASSES	P_W01
Tools for effective management of public funds: expenditure reviews, fiscal rules,	P_W02
management control and audit. Public finance control system. Crisis phenomena.	P W03
	P_U01
	P_U02
	P_U03
	P_K01
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

Lecture: Conversational lecture, lecture with multimedia presentation

Classes: Text analysis, discussion

## **Recommended literature**

# Obligatory

Borodo A. (2012): Samorząd terytorialny. System prawnofinansowy, Lexis Nexis, Warszawa Jastrzębska M. (2012): Finanse jednostek samorządu terytorialnego, Wolters Kluwer, Warszawa

## **Supplementary**

Alińska, A., Woźniak, B. (red.) (2019). Współczesne finanse publiczne. Ujęcie sektorowe. Warszawa: Difin. Postuła, M. (2017). Finanse publiczne w architekturze globalnej gospodarki. Teoria a polska praktyka gospodarcza. Warszawa: Difin. 3. Podstawka, M. (red.) (2021).

Finanse. Instytucje, instrumenty, podmioty, rynki, regulacje, 2nd edition, Warszawa: Wydawnictwo
Naukowe PWN.

Assessment forms/ways of verification

Subject learning outcomes

P_W01 P_W02
P_W03

P_U01 P_U02
P_U03

Practical tasks (5 cases - tasks must be solved)

P-U03

P_K01	
Student workload	Number of hours
	full-time/part-time
Classes	45
Active participation in classes	10
Preparation for classes	15
Studying literature	20
Total student workload in hours	90
ECTS credits	3
Contact	isp@ans.edu.pl

Institu	ıte:		Course name in Polish and English Course code								
Legal and Social			Management at central level/ Zarządzanie na poziomie BBA.MIII.30.ZnPC								
Scienc			centralnym								
			Modu	le name i	n Polish	and En	glish			•	
	of study:		Modu	lIII. Bizne	s i admi	nistracja	a w waru	ınkach N	/ILG / Bus	iness an	d administration in
	ess and		MLG c	onditions		_					
Administration Study year, semester											
ا امریم ا	of study		Year I,	semester	· 1						
first-cy	-	•	Course status Langua								age
studie	•		Obliga	tory						English	1
			Name	, surname	e, degre	e of the	course	instruct	or(s)		
Study	profile										
praction	cal		Prerec	quisites							
			Knowl	edge of E	nglish at	t B2 leve	el				
			For	ms of clas	ses and	numbe	r of hou	rs			ECTS credits
lectu	class	Fc	reign	labora	work	semi	Prac	tical	Intern	Othe	3
re	es	lg	class	tory	shop	nar	clas	ses	ship	r	
15	30						MCS	Hosp			
							M	ital			
	e aims										
							_		•		in the field of public
_	-				•		•	s on the	conditio	ns, mecl	hanisms and forms of
impier	menting	pub	iic tasks	of nation	nai prov	enance.					
Intend	ded learr	ning	outcon	nes /							
		_		earning o	utcome	es					
			Gradu	ate know	s and u	ndersta	nds:				
			_					_		-	gement processes at
17	11				l in the l	ousiness	and ad	ministra	tion envir	onment	
Know	Knowledge: K_W15							h			
P_W02 strategic and operational dimension of management at the central level in business and administration environment K_W15							ne central level in the				
Graduate can:											
			P_U01 review and select management mechanisms at the central level in the system								
Skills:			of business and administrative entity relationships								
P_U12											
Graduate is ready to:											
Social competences:  P_K01 conduct a substantive discussion on what are the legal, financial and organizational barriers to management at the central level in the system of rel						nancial and					
between business and administrative entities											
											Strona <b>69</b> z <b>150</b>

Program content	Subject learning outcomes
LECTURE:  Management – theories, concepts, approaches.  Public management system in selected European and non-European countries (Poland, Germany, Czechia, France, Italy, Spain, Great Britain, Russia, USA, Canada).  Management at the central level in the MLG system.	P_W01 P_W02 P_W15 P_U01 P_U12 P_K01 K_K04 (all subject learning outcomes are implemented in each course content)
CLASSES:  Management at the central level as a sphere of public, private and social activities.  Programming, implementing, monitoring and evaluating management at the central level.  Instruments of central management.  Management and central policies.  Challenges and threats of contemporary management.	P_W01 P_W03 P_U01 P_U02 P_U03 P_K01 (all subject learning outcomes are implemented in each course content)

Lecture

Classes: project, group work, individual work with source materials

## **Recommended literature**

## Obligatory

Barzelay M., The new public management. Improving research and policy dialogue, Russell Sage Foundation, 2011.

Flynn N., Public sector management, SAGE, 2012.

Public management and governance, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009. Hwang B-G, Ngo J., Zhu H., Managing Projects with Smart TechnologiesDeveloping Technological Competency for Project Managers. Routledge 2024.

Siva J. P. S., Gajendran T., *Power in Megaproject Decision-making. A Governmentality Approach*. Routledge 2025.

Rhodes R. A. W., *Understanding governance. Policy networks, governance, reflexivity and accountability*, Open University Press, 2010.

## Supplementary

*New public governance in the Visegrád Group (V4)*, ed. by R. Wiszniowski, K. Glinka, Wydawnictwo Adam Marszałek, 2015.

Schneider S. K., Flirting with disaster. Public management in crisis situations, M.E. Sharpe, 1995.

## Assessment forms/ways of verification

Subject learning	Assessment form						
outcomes							
P_W02	Individual work, group work, project, exam						
P_U01	Individual work, group work, project, exam						
P_K01	P_K01 Individual work, group work, project, exam						
Student workl	Number of hours						
Classes	45						
Individual work 15							
Group work	20						
Preparation of	20						
Preparation fo	20						
Total student	120						
ECTS credits	3						
Contact		isp@ans.edu.pl					

Institu	ıte:		Course name in Polish and English Course code								e code	
Legal	and Soci	al				-					MLG BBA.MIII.33.FM	
Scienc	ces	ŀ										
		ŀ	Module name in Polish and English  Module III. Biznes i administracia w warunkash MLG / Business and administration in									
	of study:		Moduł III. Biznes i administracja w warunkach MLG / Business and administration in									
	Business and MLG conditions Administration Study year, semester											
Aumin	iistratioi	'		, semeste								
Level	of study	.		, semeste e status	1 3					Langua		
first-c	-											
studie	•	ŀ	Obliga	•		f +h -			( - \	English	1	
		ŀ	wame	, surname	e, aegre	e or the	course	nstructo	or(s)			
Study	profile	ŀ	D									
practi	cal	ŀ		quisites	مامامم م	£:				-+:l		
			_	of this po	_	n intern	ational	oontics a	ina intern	ational	organizations as	
				edge of E		· R2 leve	اد					
				ms of clas				rs			ECTS credits	
lectu	class	Fo	reign	labora	work	semi		tical	Intern	Othe	3	
re	es		class	tory	shop	nar		ses	ship	r		
15	30						MCS	Hosp				
							М	ital				
Cours	e aims						•				-	
The a	im of th	ne c	ourse i	s to equi	p stude	nts wit	h know	edge, s	kills and	compet	ences in the field of	
				•	ar emp	hasis o	n their	organiz	ation, ap	plication	n, use (expenditure),	
monit	oring an	d ev	aluatio	n.								
1		. <b>.</b>		/								
	ded leari	_		nes / learning o	utcomo							
Refere	ence to t	ill ec	Lionari	learning C	utcome	:5						
			Gradu	ate know	s and u	ndersta	nds:					
		ľ	P_W0	<b>1</b> internat	ional fu	nd entit	ies					
Know	ledge:		K_W1	5								
P_W02 conditions, mechanisms and forms of obtaining international funds K_W15								onal funds				
Graduate can:												
Skills: P_U01 analyze and then select entities and programs offering internation						ernational funds						
P_U12												
Graduate is ready to:												
<b>Social P_K01</b> conduct a substantive discussion on the possibilities and limitations of obtaining international funds							imitations of					
comp	etences:			•	ational	tunds						
	K_K04											

Program content	Subject learning outcomes
LECTURES:	P_W01
International funds – definitions and classifications.	P_W02
Sources of international project funds.	P_W15
Organizing international funds.	P_U01
Global, national, regional and local challenges related to the use of international	P_U12
funds.	P_K01
	K_K0
	(all subject learning
	outcomes are
	implemented in
	each course
	content)
CLASSES:	P_W01
Collecting project information.	P_W02
Introduction to international project funds.	P_W03
International project funds - creating applications and reports.	P_U01
Presentation of group projects.	P_U02
	P_K01
	P_K02
	(all subject learning
	outcomes are
	implemented in
	each course
	content)
Didactic methods	
Lecture	

Classes: project, group work, individual work with source materials

# **Recommended literature**

# Obligatory

Geert B., International Financial Management. Cambridge University Press 2017.

Turner C., International Funds. A Practical Guide. Elsevier 2004.

Public management and governance, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009.

# **Supplementary**

Schneider S. K., Flirting with disaster. Public management in crisis situations, M.E. Sharpe, 1995.

# Assessment forms/ways of verification

	• •
Subject	
learning	Assessment form
outcomes	
P_W02	Individual work, group work, project, exam
P_U01	Individual work, group work, project, exam
P_K01	Individual work, group work, project, exam

Student workl	Number of hours	
Classes		45
Individual wor	(	10

Group work	15
Preparation of project	10
Preparation for exam	20
Total student workload in hours	100
ECTS credits	3
Contact	isp@ans.edu.pl

	Cource	nama in	Polich	and Eng	lich			Course	code
nstitute: .egal and Social	Course name in Polish and EnglishCourse codeManagement at international level/Zarządzanie naBBA.MIII.34.ZnPM								
Sciences	poziomie międzynarodowym								
referrees	Module name in Polish and English								
ield of study:						ınlınah N	ALC / Duc	inass an	d administration in
Business and	MLG cor			nistracja	ı w wart	IIIKacii i	vilia / Bus	iness an	a administration in
Administration									
	Study ye								
evel of study:	Year II, s		1 3					Langue	200
irst-cycle	Course							Langua	
tudies	Obligato			6.1				English	1
	Name, s	urname	e, degre	e of the	course	nstruct	or(s)		
Study profile									
oractical	Prerequ								
	Knowled	dge of E	nglish at	B2 leve	el .				
	Form	s of clas	ses and	numbe	r of hou	rs			ECTS credits
ectu	Foreign	labor	work	semi	Prac	tical	Intern	Othe	3
re	lg class	atory	shop	nar	clas	ses	ship	r	
15 30					MCS	Hosp			
					М	ital			
Course aims									
he aim of the co	urse is to	equip s	tudents	with kr	nowledg	e, skills	and comp	etences	s in the field of public
-						hasis on	the cond	itions, n	nechanisms and forms
of implementing p	oublic task	s of glo	bal prov	enance	•				
_	-			_					
tererence to aire	ctional lea	arning c	utcome	!\$					
	Graduat	te know	s and u	ndersta	nds:				
						ing and	conductin	g mana	gement processes at
	_					_		_	•
(nowledge:	K W15								
_	_	strategi	c and op	eration	al dimer	sion of	managem	nent at t	he international level
	in the bu	_	-				_		
	K_W15								
	Graduat	te can:							
Skiller	<b>P_U01</b> r	P_U01 review and select management mechanisms at the international level in the							
KIIIS:	system of business and administrative entity relations								
	P_U12								
	Graduat	te is rea	dy to:						
Social	<b>P_K01</b> c	onduct	a substa	ntive di	scussion	on wha	at are the	legal, fir	nancial and
competences:	_				-			nal level	in the system of
organizational barriers to management at the international level in the system of relations between business and administrative entities									
re   classes   15   30   20   30   20   30   30   30   30	Form Foreign Ig class  The international lead  Graduat P_W01 the international lead  F_W02 in the bit K_W15 Graduat P_U01 r system of P_U12 Graduat P_K01 corganiza	equip se tional le conduct es rea can: review a conduct estional le conduct estimate e	work shop  tudents vel, with bal prov  s and un isms for al level in c and op and adm  dy to: a substa	semi nar  with kran particular enance  in the but beration ninistrat  ct managadminis adminis	mds: ng, shap isiness a al dimer ion envi	Hosp ital e, skills hasis or of ronmen entity re on what at the in	and composite the conduction inistration management to the conduction in the conduction in the conduction management to the conduction in	r Detences itions, no environment at the internal legal, fir	s in the field of prechanisms and for the fine processed ment the international ational level in the mancial and

Program content	Subject learning outcomes
LECTURES:  Management – theories, concepts, approaches.  Management system in selected international organizations: conditions, mechanisms, forms and results.	P_W01 P_W02 P_W15 P_U01 P_U04 P_K01 P_K04 (all subject learning outcomes are implemented in each course content)
CLASSES:  Management in international organizations as a sphere of public, private and social activities.  Programming, implementing, monitoring and evaluating management in international organizations.  Management instruments in international organizations.  Trends in international management.	P_W01 P_W02 P_W03 P_W04 P_U01 P_U02 P_U03 P_K01 P_K02 (all subject learning outcomes are implemented in each course content)

#### **Didactic methods**

Lecture

Classes: project, group work, individual work with source materials

#### **Recommended literature**

# **Obligatory**

Barzelay M., *The new public management. Improving research and policy dialogue*, Russell Sage Foundation, 2011.

Flynn N., Public sector management, SAGE, 2012.

Public management and governance, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009. Hwang B-G, Ngo J., Zhu H., Managing Projects with Smart TechnologiesDeveloping Technological Competency for Project Managers. Routledge 2024.

Siva J. P. S., Gajendran T., *Power in Megaproject Decision-making. A Governmentality Approach*. Routledge 2025.

Rhodes R. A. W., *Understanding governance. Policy networks, governance, reflexivity and accountability*, Open University Press, 2010.

#### **Supplementary**

*New public governance in the Visegrád Group (V4)*, ed. by R. Wiszniowski, K. Glinka, Wydawnictwo Adam Marszałek, 2015.

Schneider S. K., Flirting with disaster. Public management in crisis situations, M.E. Sharpe, 1995.							
Assessment forms/ways of verification							
Subject	Subject						
learning	Assessment form						
outcomes							
P_W02	P_W02 Individual work, group work, project, exam						
P_U01	Individual work, group work, project, exam						
P_K01	Individual work, group work, project, exam						
Student workload Number of ho							
Classes	Classes						
Individual work		15					
Group work		20					
Preparation of p	roject	20					
Preparation for	Preparation for exam 20						
Total student w	Total student workload in hours 120						
ECTS credits 3							
Contact isp@ans.edu.pl							

Institu	Institute: Course name in Polish and English Course code										code	
	and Socia	al				nduct po		e local.	regional	BBA.MIII.35.W-JPPL		
Scienc	es		and central level/ Warsztat - jak prowadzić politykę na									
			pozior	nie loka	lnym, re	gionalnyr	n, krajov	vym				
Field of study: Module name in Polish and English												
Busine			Modu	ł III. Bizn	es i adn	ninistracja	w waru	ınkach N	ЛLG / Bus	iness an	d administration in	
Admin	istration	1	MLG c	ondition	าร							
Lovel	of study:	_	Study	year, se	mester							
first-cy	•	•	Year II	, semes	ter 3							
studie			Course	e status						Langua	ige	
	-		Electiv	⁄e						English	l	
Study	profile		Name	, surnan	ne, degr	ee of the	course i	instruct	or(s)			
practio	cal											
			Prerec	quisites								
			Knowl	edge of	English	at B2 leve	el					
			For	ms of cl	asses ar	nd numbe	r of hou	rs			ECTS credits	
lectu	class	E	oreign	labor	Wor	Semin	Prac	tical	Intern	Othe	2	
re	es		class	atory	ksho	ar		ses	ship	r		
		٠.		uto. y	р				3			
	30						MCS	Hosp				
							M	ital				
	. •											
Course			! 4				-4:11				-+::	
						s with pra central lev		iowieag	e, skilis ar	ia comp	etences in the field of	
Condu	cting po	IILIC	s at loca	ii, regioi	iai aiiu t	centraries	7C13.					
Intend	led learr	ning	outcor	nes /								
Refere	ence to c	lire	ctional	learning	outcon	nes						
						understa						
			_								cting policy at local,	
Knowl	eque.		_			rative rel	•	uiar em	pnasis on	tne inte	rface between	
KIIOWI	euge.		K_W1		101111111151	liative rei	ations					
			_		of cond	ucting ori	ented lo	cal. regi	onal and	national	policy in the system	
<b>P_W02</b> forms of conducting oriented local, regional and national policy in the syst of relations between business and administrative entities W15								po,				
				ate can:								
			P_U01	L review	and sel	ect mecha	anisms f	or condu	ucting dev	elopme	nt-oriented local,	
Skills:			_						•	•	business and	
			admin	istrative	entitie	S	-					
	P_U12											
	Graduate is ready to:											

Social competences:

**P_K01** conduct a substantive discussion on the barriers to the strategic dimension of pursuing development-oriented local, regional and national policies in the system of relations between business and administrative entities

K K04

Program content	Subject learning outcomes
WORKSHOP:	P_W01
Policy – from concept to implementation.	P_W02
Conditions of local, regional and central policy.	P_W15
Policy creation process: analysis, definition of objectives, selection of instruments,	P_U01
implementation, monitoring, evaluation.	P_U12
	P_K01
	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

#### **Didactic methods**

Workshop: project, group work

#### **Recommended literature**

# **Obligatory**

Comparative public administration, edited by J. A. Chandler, Routledge, Taylor & Francis Group, 2014. https://www.taylorfrancis.com/books/edit/10.4324/9781315771977/comparative-public-administration-chandler

Local government in Central and Eastern Europe. The rebirth of local democracy, edited by A. Coulson, A. Campbell, Routledge, 2008.

https://www.routledge.com/Local-Government-in-Central-and-Eastern-Europe-The-Rebirth-of-Local-Democracy/Coulson-Campbell/p/book/9780415411523

Rhodes R. A. W., *Understanding governance. Policy networks, governance, reflexivity and accountability,* Open University Press, 2010.

The Oxford handbook of state and local government, edited by D. P. Haider-Markel, Oxford University Press, 2016.

https://academic.oup.com/edited-volume/28188

# **Supplementary**

Individual work

Public management and governance, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009.

Assessment fo	Assessment forms/ways of verification							
Subject								
learning	learning Assessment form							
outcomes								
P_W02	Individual work, group work, project							
P_U01	Individual work, group work, project							
P_K01	P_K01 Individual work, group work, project							
Student workload Number of hours								
Classes 30								

10

Group work	10
Preparation of project	40
Total student workload in hours	90
ECTS credits	2
Contact	isp@ans.edu.pl

Institu	ıte:		Course name in Polish and English Course code								
Legal a	and Socia ces	al		uman relations management /Zarządzenie zasobami BBA.MIV.36.ZZL udzkimi							
			Modu	odule name in Polish and English							
	of study:		Modu	ł IV. Bizn	es i admi	nistracja	wobec	wyzwań	niędzys:	ektorow	ości / Business and
	ess and		admin	istration	towards	the cha	llanges	of cross-	sectoralit	у	
Admir	nistration	ו	Study	year, se	mester						
Level	of study	.	Year II	, semest	er 3						
first-c	-		Course	e status						Langua	age
studie	•		Obliga	tory						English	1
			Name	, surnan	ne, degre	e of the	course i	instructo	or(s)		
Study	profile										
praction	cal		Prerec	quisites							
			Knowl	edge of	English at	t B2 leve	el				
			For	ms of cla	asses and	l numbe	r of hou	rs			ECTS credits
lectu	class		reign	labor	works	semi		tical	Intern	Othe	2
re	es	lg	class	atory	hop	nar		ses	ship	r	
	30						MCS	Hosp			
							М	ital			
Course	e aims										
		CO1	rco ic t	a equip (	students	with pra	ctical kn	owledge	o skills ar	nd comp	etences in the field of
	n resour				students	with pra	Ctical Ki	iowieug	e, skilis ai	iu comp	eterices in the held of
Intend	ded learı	ning	outcon	nes /							
Refere	ence to d	lire	tional l	earning	outcome	es					
			Gradu	ata kno	ws and u	ndorstai	nds:				
								d ethica	Londitio	ns of hu	man recources
			<b>P_W01</b> legal, political, socio-cultural and ethical conditions of human resources management								
Know	ledge:		K_W15								
	J		_		nisms, fo	rms and	l results	of huma	an resourc	es man	agement in the
			<b>P_W02</b> mechanisms, forms and results of human resources management in the business and administration sector								
K_W15											
			Gradu	ate can:							
											f human resources in
Skills:							enviror	nment a	nd then so	elect me	echanisms and forms
				-	nese reso	urces					
		$\dashv$	P_U12		• -						
	Graduate is ready to:										

	P_K01 conduct a substantive discussion on how to minimize risks arising in
Social	connection with human resources management in the business and administration
competences:	sector
	K K04

Program content	Subject learning outcomes
Human resources – definitions, concepts, theories.	P_W01
Human resources management in an organization: conditions, mechanisms, forms	P_W02
and results.	P_W15
Motivation as a form of human resources management.	P_U01
Ethical dimension of human resources management.	P_U12
Opportunities and barriers to effective and efficient human resources	P_K01
management.	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

#### **Didactic methods**

Classes: project, group work, test

#### **Recommended literature**

#### Obligatory

Hendry Ch., Human Resource Management, Routledge 1995.

Rhodes R. A. W., *Understanding governance. Policy networks, governance, reflexivity and accountability*, Open University Press, 2010.

Rowley C., Jackson K., Human Resource Management: The Key Concepts, Routledge 2011.

The Routledge Companion to Strategic Human Resource Management, edited ByJohn Storey, Patrick Wright, David Ulrich, Routledge 2008.

Tyson S., Essentials of Human Resource Management, Routledge 2015.

#### Supplementary

Schneider S. K., Flirting with disaster. Public management in crisis situations, M.E. Sharpe, 1995.

# Assessment forms/ways of verification Subject learning outcomes P_W02 Individual work, group work, project, kolokwium P_U01 Individual work, group work, project, kolokwium P_K01 Individual work, group work, project, kolokwium

Student workload	Number of hours
Classes	30
Test	25
Group work	10
Preparation of project	25
Total student workload in hours	90
ECTS credits	2
Contact	isp@ans.edu.pl

Legal a	ite:		Course name in Polish and English							Course	Course code	
_	and Soci	al	Relations with stakeholders in business and							BBA.MIV.37.RzIwBiA		
Scienc	es		administration/Relacje z interesariuszami w biznesie i									
e: . l . l .			administracji									
	of study: ess and			le name i								
						-		•			ości / Business and	
Administration						the cha	llanges	of cross-	sectoralit	У		
Level	of study	: -		year, sem								
first-cy	-			, semeste	r 3							
studie		L	Course	status						Langua	age	
			Obliga	tory						English	1	
Study	profile		Name,	, surname	e, degree	e of the	course i	instruct	or(s)			
praction	cal											
				uisites								
			Knowl	edge of E	nglish at	B2 leve	el					
			For	ms of clas	ses and	numbe	r of hou	rs			ECTS credits	
lectu	class	For	eign	labora	work	semi	Prac	tical	Intern	Othe	3	
re es Ig class tory shop nar		clas	ses	ship	r							
	30						MCS	Hosp				
							M	ital				
Course aims												
	The aim of the course is to equip students with knowledge, skills and competences in initiating, sha											
							_				s in initiating, shapin	
							_		and comp		s in initiating, shapin	
and m		ng rel	ations	hips with			_				s in initiating, shapin	
and m	aintainir led leari	ng rel	ations outcon	hips with	stakeho	lders in	_				s in initiating, shapir	
and m	aintainir led leari	ng rel ning c	ations outcon ional I	hips with nes / earning o	stakeho outcome	lders in	busines				s in initiating, shapin	
and m	aintainir led leari	ng rel	ations outcon ional I Gradu	hips with  nes / earning o  ate know	stakeho outcome s and ur	lders in s ndersta	busines	s and ad	ministrat	ion.		
and m	aintainir led leari	ng rel	ations outcon ional I Gradu P_W0:	nes / earning o ate know 1 mechan	stakeho utcome s and ur isms of i	s  nderstai	busines  nds: g, shapir	s and ad	ministrat	ion.	onships with	
Intend Refere	aintainir led learr ence to c	ng rel	outcon ional I Gradu P_W0: stakeh	nes / earning o ate know 1 mechan olders in	stakeho utcome s and ur isms of i	s  nderstai	busines  nds: g, shapir	s and ad	ministrat	ion.		
and m	aintainir led learr ence to c	ng rel	outcon ional I Gradu P_W0: stakeh K_W1!	nes / earning o  ate know 1 mechan olders in	stakeho  outcome  s and ur  isms of i  business	s  nderstai initiating s and ac	busines  nds: g, shapir lministra	s and ad	ministrat	ion. g relatic	onships with	
Intend Refere	aintainir led learr ence to c	ng rel	outcon ional I Gradu P_W0: stakeh K_W1! P_W0:	nes / earning o ate know 1 mechan olders in 5	stakeho  outcome  s and ur  isms of i business	s  nderstai initiating s and ac	busines  nds: g, shapir lministra	s and ad	ministrat	ion. g relatic	onships with	
Intend Refere	aintainir led learr ence to c	ning c	outconional I Gradu P_W0: stakeh K_W1! P_W0: and ac	nes / earning of ate know 1 mechan olders in 5 2 forms of	stakeho  outcome  s and ur  isms of i business	s  nderstai initiating s and ac	busines  nds: g, shapir lministra	s and ad	ministrat	ion. g relatic		
Intend Refere	aintainir led learr ence to c	ng rel	outconional I Gradu P_W0: stakeh K_W1: P_W0: and ac K_W1:	nes / earning of ate know 1 mechan olders in 5 2 forms of	stakeho  outcome  s and ur  isms of i business	s  nderstai initiating s and ac	busines  nds: g, shapir lministra	s and ad	ministrat	ion. g relatic	onships with	
and m Intend Refere	aintainir led learr ence to c	ng rel	outconional I Gradu P_W0: stakeh K_W1! P_W0: and ac K_W1! Gradu	nes / earning of ate know 1 mechan olders in 5 2 forms of Iministrat 5 ate can:	stakeho  outcome  s and ur  isms of i  business  f strateg  ion	s  nderstai initiating s and ad ic streng	nds: g, shapir lministra	ng and nation	ministrat naintainin tionships	g relatic	onships with keholders in busines	
Intend Refere	aintainir led learr ence to c	ning c	outconional I Gradu P_W0: stakeh K_W1! P_W0: and ac K_W1! Gradu P_U01	nes / earning of ate know 1 mechan olders in 5 2 forms of Iministrat 5 ate can:	stakeho sutcome s and ur isms of i business f strateg ion	s  nderstar initiating and acc ic strenger	nds: g, shapir lministra	ng and nation	ministrat naintainin tionships	g relatic	onships with	
and m Intend Refere	aintainir led learr ence to c	ning c	outconional I Gradu P_W0: stakeh K_W1! P_W0: and ac K_W1! Gradu P_U01	nes / earning of ate know 1 mechan olders in 5 2 forms of Iministrat 5 ate can: review a ness and	stakeho sutcome s and ur isms of i business f strateg ion	s  nderstar initiating and acc ic strenger	nds: g, shapir lministra	ng and nation	ministrat naintainin tionships	g relatic	onships with keholders in busines	

Social competences:

**P_K01** conduct a substantive discussion on the barriers to long-term maintenance of relationships with stakeholders in business and administration K K04

Program content	Subject learning
	outcomes
CLASSES:	P_W01
Stakeholders – definitions and classifications. Stakeholder resources. Areas and	P_W02
mechanisms of cooperation with stakeholders. Relationships with stakeholders –	P_W15
initiation stage, shaping stage, maintenance stage	P_U01
	P_U12
	P_K01
	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

#### **Didactic methods**

Classes: project, group work, individual work with source materials

# **Recommended literature**

#### Obligatory

Bohulu Mavelo P., How to Manage Project Stakeholders: Effective Strategies for Successful Large Infrastructure Projects. Routledge, 2022.

Bourne L., Stakeholder Relationship Management. A Maturity Model for Organisational Implementation, Routledge, 2016.

Pirozzi M., The Stakeholder Perspective. Relationship Management To Increase Value and Success Rates of Projects, CRC Press, 2021.

#### Supplementary

Friedman L. A., Miles S., Stakeholders: Theory and Practice, Oxford University Press, 2006.

Assessment f	forms/	ways of	f verif	ication

Subject learning outcomes	Assessment form
P_W02	Individual work, Group work, project
P_U01	Individual work, Group work, project
P_K01	Individual work, Group work, project

Student workload	Number of hours
Classes	30
Individual work	30
Group work	25
Preparation of project	25
Total student workload in hours	110
ECTS credits	3
Contact	isp@ans.edu.pl

Institu	ıte:		Course name in Polish and English Course code								
Legal and Social			Cooperation with public sector actors / Współpraca z BBA.MIV.39.WzJSPu								
Scienc	es		jednostkami sektora publicznego								
			Module name in Polish and English								
Field of study: Business and Administration			Modu	ł IV. Bizne	s i admi	nistracja	a wobec	wyzwar	ń międzys	ektorow	ości / Business and
			admin	istration t	towards	the cha	llanges	of cross-	-sectoralit	:у	
			Study	year, sen	nester						
Lovel	of study	. [	Year II	l, semeste	er 5						
first-cy	-	. [	Course	e status						Langua	age
studie	•		Obliga	tory						English	1
staare	J		Name	, surname	e, degre	e of the	course	instruct	or(s)		
Study	profile										
practio	-		Prerec	quisites							
		ľ		edge of E	nglish at	B2 leve	el				
			For	ms of clas	ses and	numbe	r of hou	rs			ECTS credits
lectu	class	Fo	reign	Labora	work	semi	Prac	tical	Intern	Othe	3
re	es	lg	class	tory	shop	nar	clas	ses	ship	r	
	30						MCS	Hosp			
							M	ital			
Course	e aims										
			ourse is to equip students with knowledge, skills and competences in the field of								
-			public sector entities, with particular emphasis on conditions, mechanisms and forms of								
impler	menting	joint	tasks	of multi-s	ectoral _l	orovena	nce.				
	ded learn ence to d	_		nes / learning o	outcome	!S					
			Gradu	ate know	s and u	ndersta	nds:				
			P_W01 mechanisms for initiating, shaping and maintaining cooperation with public								
			sector entities by business and administrative entities								
Know	ledge:		K_W15								
			P_W02 forms of strategic strengthening of cooperation with public sector entities								
			initiated by business and administrative entities								
		_	K_W1								
		-		ate can:							
Skills:			_	ed by busi				-		th publi	c sector entities
		$\dashv$			dy to:						
	Graduate is ready to:										

Social competences:  P_K01 conduct a substantive discussion on the barriers sector entities initiated by business and administrative K K04	
--------------------------------------------------------------------------------------------------------------------------------------------	--

Program content	Subject learning outcomes
CLASSES:	P_W01
Public sector – definitions, classifications, typologies.	P_W02
Public entities.	P_W15
Conditions, mechanisms and forms of cooperation with public sector entities.	P_U01
Opportunities and threats of cooperation with public sector entities.	P_U12
	P_K01
	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

#### **Didactic methods**

Classes: project, group work, Individual work with source materials

# **Recommended literature**

#### Obligatory

Bohulu Mavelo P., How to Manage Project Stakeholders: Effective Strategies for Successful Large Infrastructure Projects. Routledge, 2022.

Bourne L., Stakeholder Relationship Management. A Maturity Model for Organisational Implementation, Routledge, 2016.

Pirozzi M., The Stakeholder Perspective. Relationship Management To Increase Value and Success Rates of Projects, CRC Press, 2021.

Rhodes R. A. W., *Understanding governance. Policy networks, governance, reflexivity and accountability*, Open University Press, 2010.

#### Supplementary

Barzelay M., The new public management. Improving research and policy dialogue, Russell Sage Foundation, 2011.

Public management and governance, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009.

# Assessment forms/ways of verification Subject learning outcomes P_W02 Individual work, group work, project P_U01 Individual work, group work, project P_K01 Individual work, group work, project

Student workload	Number of hours
Classes	30
Individual work	2
Group work	30
Preparation of project	35
Total student workload in hours	120
ECTS credits	3

Contact isp@ans.edu.pl

Institute:		С	ours	e name	in Polish	and Eng	lish			Course	e code	
_	and Socia	al C	Cooperation with private sector actors / Współpraca z BBA.MIV.40.WzJSPr									
Scienc	es	j€	jednostkami sektora prywatnego									
			Module name in Polish and English									
	of study:	N	Moduł IV. Biznes i administracja wobec wyzwań międzysektorowości / Business and									
Business and Administration		а	administration towards the challanges of cross-sectorality									
		¹ S	Study year, semester									
Level	Level of study:		Year III, semester 6									
first-cy	-	C	Course status Language									
studie		0	bliga	itory						English	ı	
		N	ame	, surnan	ne, degre	e of the	course instri	ıcto	r(s)			
Study	profile											
praction	cal	Р	rered	quisites								
				•	English a	t B2 leve	el					
			For	ms of cl	asses and	l numbe	r of hours				ECTS credits	
lectu	class	Fore	ign	labor	works	semi	Practical		Intern	Othe	2	
re	es	lg cl	ass	atory	hop	nar	classes	4	ship	r		
	30						MCS Hos					
							M ita					
								_				
Course												
					•		_			•	ences in the field of	
		•	orivate sector entities, with particular emphasis on conditions, mechanisms and forms of it tasks of multi-sectoral provenance.									
impler	nenting	joint t	asks	of multi-	sectoral	provena	nce.					
Intend	led learr	ning Aı	ıtcor	nes /								
		_			outcome	es						
					000							
		G	Graduate knows and understands:									
		P	P_W01 mechanisms for initiating, shaping and maintaining cooperation with private									
		Se	ector	entities	by busin	ess and	administrativ	e er	ntities			
Knowl	edge:	K	K_W15									
			_		-					vith priv	rate sector entities	
				•	siness an	d admir	istrative enti	ties				
			_W1									
				ate can:								
Skills:								-		th priva	te sector entities	
				-	isiness an	d admir	istrative enti	ties				
			_U12		• •							
		∣ G	radu	ate is re	ady to:							

Social competences:

P_K01 conduct a substantive discussion on the barriers to cooperation with private sector entities initiated by business and administrative entities

K K04

Program content	Subject learning
	outcomes
CLASSES:	P_W01
Private sector – definitional, classification and typological approaches.	P_W02
Private entities. Conditions, mechanisms and forms of cooperation with	P_W15
stakeholders.	P_U01
	P_U12
	P_K01
	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

#### **Didactic methods**

Classes: project, group work, individual work with source materials

#### **Recommended literature**

#### Obligatory

Bohulu Mavelo P., How to Manage Project Stakeholders: Effective Strategies for Successful Large Infrastructure Projects. Routledge, 2022.

Bourne L., Stakeholder Relationship Management. A Maturity Model for Organisational Implementation, Routledge, 2016.

Pirozzi M., The Stakeholder Perspective. Relationship Management To Increase Value and Success Rates of Projects, CRC Press, 2021.

Rhodes R. A. W., *Understanding governance. Policy networks, governance, reflexivity and accountability,* Open University Press, 2010.

#### **Supplementary**

Schneider S. K., Flirting with disaster. Public management in crisis situations, M.E. Sharpe, 1995.

Barzelay M., *The new public management. Improving research and policy dialogue*, Russell Sage Foundation, 2011.

Public management and governance, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009.

As	sessment fo	rms/ways of verification
	Subject	
	learning	Assessment form
c	outcomes	
	P_W02	Individual work, group work, project
	P_U01	Individual work, group work, project
	P_K01	Individual work, group work, project

Student workload	Number of hours
Classes	30
Individual work	20
Group work	15
Preparation of project	15
Total student workload in hours	80

ECTS credits	2
Contact	isp@ans.edu.pl

	te:		Course name in Polish and English Course code									
_	and Socia	l Coop	Cooperation with social sector actors / Współpraca z BBA.MIV.41.WzJSS									
Science	es	jedno	jednostkami sektora społecznego									
		Modu	ıle name i	n Polish	and Eng	glish						
Field of study: Business and		Modu	Moduł IV. Biznes i administracja wobec wyzwań międzysektorowości / Business and									
		admi	administration towards the challanges of cross-sectorality									
Admin	istration	Study	Study year, semester									
Lovela	of ctudy	Year	I, semeste	r 4								
first-cy	of study:	Cours	e status						Langua	ige		
studies		Oblig	atory						English			
Stadics	,	Name	e, surname	e, degre	e of the	course i	nstructo	or(s)				
Study	profile											
practio	-	Prere	Prerequisites									
			Knowledge of English at B2 level									
		Fo	rms of clas	sses and	numbe	r of hou	rs			ECTS credits		
lectu	class	Foreign							Othe	2		
re	es	lg class	tory	shop	nar	clas		ship	r	_		
	30					MCS	Hosp					
						M	ital					
Course	e aims											
The ai	m of th	th social s	-	ties, wit	h partic	ular emp	hasis o					
The ai coopei implen	m of th ration w nenting	th social s common t	ector enti	ties, wit	h partic	ular emp	hasis o			ences in the field on the field of the field		
cooper implen	m of th ration w nenting	th social s common t ing outco	ector enti	ties, wit	h partico oral prov	ular emp	hasis o					
The ai cooper implen	m of th ration w nenting	th social s common t ing outco	ector enti	ties, wit	h partico oral prov	ular emp	hasis o					
The ai cooper implen	m of th ration w nenting	th social s common t ing outco irectional	ector enti asks of mu mes / learning o	ties, wit	h partico oral prov	ular emp venance.	hasis o					
The ai cooper implen	m of th ration w nenting	th social scommon to ing outco irectional	ector enticasks of mumes / learning countries where the countries is a second contries of the countries of t	ties, wit ulti-secto outcome	h partico oral prov es ndersta	ular emp venance.	hasis o	n conditio	ns, mec	hanisms and forms c		
The ai cooper implen	m of th ration w nenting led learr	ing outco irectional Grade	ector enticasks of mumes / learning countries where the countries is a second contries of the countries of t	uties, wit ulti-secto outcome s and unisms of	h partico oral prov es nderstai initiatin	ular emp venance. nds: g, shapin	hasis or	n conditio	ns, mec			

**P_W02** forms of strategic strengthening of cooperation with social sector entities

**P_U01** review and select mechanisms for cooperation with social sector entities

initiated by business and administrative entities

initiated by business and administrative entities

K_W15

P_U12

**Skills:** 

**Graduate can:** 

Graduate is ready to:

Strona **89** z **150** 

Social competences:	<b>P_K01</b> conduct a substantive discussion on the barriers to cooperation with social sector entities initiated by business and administrative entities K_K04
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Program content	Subject learning
CLASSES: Social/non-governmental sector. Social entities – possibilities and limitations of implementing the new public management model. Conditions, mechanisms and forms of cooperation with social sector entities.	P_W01 P_W02 P_W15 P_U01 P_U12 P_K01 P_K04 (all subject learning
	outcomes are implemented in each course content)

#### **Didactic methods**

Classes: project, group work, individual work with source materials

#### **Recommended literature**

#### Obligatory

Bohulu Mavelo P., How to Manage Project Stakeholders: Effective Strategies for Successful Large Infrastructure Projects. Routledge, 2022.

Bourne L., Stakeholder Relationship Management. A Maturity Model for Organisational Implementation, Routledge, 2016.

Pirozzi M., The Stakeholder Perspective. Relationship Management To Increase Value and Success Rates of Projects, CRC Press, 2021.

Barzelay M., The new public management. Improving research and policy dialogue, Russell Sage Foundation, 2011.

#### **Supplementary**

Rhodes R. A. W., *Understanding governance. Policy networks, governance, reflexivity and accountability,* Open University Press, 2010.

# Assessment forms/ways of verification Subject learning outcomes P_W02 Individual work, group work, project P_U01 Individual work, group work, project P_K01 Individual work, group work, project

Student workload	Number of hours
Classes	30
Individual work	15
Group work	15
Preparation of project	30
Total student workload in hours	90
ECTS credits	2
Contact	isp@ans.edu.pl

Logal	Institute:		Course name in Polish and English Course code									
Legal and Social Sciences		el Project	Project management I/Zarządzanie projektem I BBA.MIV.42.ZP.I									
Scienc	es	Modul	Module name in Polish and English									
Field of study:			Moduł IV. Biznes i administracja wobec wyzwań międzysektorowości / Business and									
Business and		admini	administration towards the challanges of cross-sectorality									
Administration			Study year, semester									
Laval afatualu			year II, semester 4									
<b>Level of study:</b> first-cycle		Course	Course status Language									
studie		Obligat							English	1		
5 6 6 6 7 6 7 6		Name,	surname,	degree of	the cou	rse ins	tructor(	s)				
-	profile	Prereq	uisitos									
praction	cal			glish at B2	level							
				sses and nu		f hour	<b>e</b>			ECTS credits		
		Foreign								2		
lectu	class	language	Labor	worksh	semi		ctical	Intern	Othe			
re	es	class	atory	ор	nar	cıa	sses	ship	r			
	30					MC	Hosp					
						SM	ital					
Course												
		course is t	o equip st	udents wit	h nracti	cal kno	wladga	ckille an	d compe	etences in the field of		
		. course is t			-		_		•	id implementation.		
projec		ement, with	i particula	r emphasis	on the p	ohases	of proje	ect prepai	ation ar	id implementation.		
Intend	led leari	ement, with ning outcom lirectional le	ies /	·	on the p	ohases	of proje	ect prepai	ation ar	a implementation.		
Intend	led leari	ning outcom lirectional l	ies / earning ou	·		ohases	of proje	ect prepai	ation ar	d implementation.		
Intend	led leari	ning outcom lirectional le Gradua P_W01	nes / earning ou ate knows project n	itcomes	stands:					ration entities		
Intend	led learn	Gradua P_W01 K_W15	es / earning ou ate knows project n	and under	stands: t mecha	anisms	by busii	ness and a	administ	ration entities		
Intend Refere	led learn	Gradua P_W01 K_W15 P_W02	nes / pearning ou nte knows project n	and under nanagemen and operat	stands: t mecha	anisms mensic	by busii	ness and a	administ			
Intend Refere	led learn	Gradua P_W01 K_W15 P_W02 by bus	nes / pearning ou nete knows project n n state strategic ness and	and under	stands: t mecha	anisms mensic	by busii	ness and a	administ	ration entities		
Intend Refere	led learn	Gradua P_W01 K_W15 P_W02 by bus K_W15	nes / pearning ou nete knows project n n state strategic ness and	and under nanagemen and operat	stands: t mecha	anisms mensic	by busii	ness and a	administ	ration entities		
Intend Refere	led learn	Gradua P_W01 K_W15 P_W02 by bus K_W15 Gradua	earning ou ate knows project n strategic ness and ate can: review an	and under nanagemen and operat administrat	stands: t mecha ional di ion enti	anisms mensio ties ms for p	by busing the business of th	ness and a	administ paration	ration entities		

Social competences:

**P_K01** conduct a substantive discussion on what are the legal, financial and organizational barriers to the preparation and implementation of the project in the system of relations between business and administrative entities K K04

Program content	Subject learning outcomes
CLASSES:	P_W01
Project – definitional and classification approach. Project in the public, private and	P_W02
social sectors. Project organization: preparation and implementation.	P_W15
	P_U01
	P_U12
	P_K01
	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

#### **Didactic methods**

Classes: project, group work, individual work with source materials

#### **Recommended literature**

# **Obligatory**

Hilson D., Managing Risk in Projects. Routledge 2025.

Hwang B-G, Ngo J., Zhu H., *Managing Projects with Smart TechnologiesDeveloping Technological Competency for Project Managers*. Routledge 2024.

Siva J. P. S., Gajendran T., *Power in Megaproject Decision-making. A Governmentality Approach*. Routledge 2025.

#### Supplementary

Schneider S. K., Flirting with disaster. Public management in crisis situations, M.E. Sharpe, 1995.

Barzelay M., The new public management. Improving research and policy dialogue, Russell Sage Foundation, 2011.

*Public management and governance*, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009. Rhodes R. A. W., *Understanding governance*. *Policy networks, governance, reflexivity and accountability*, Open University Press, 2010.

Assessment fo	orms/ways of verification
Subject	
learning	Assessment form
outcomes	
P_W02	Individual work, group work, project
P_U01	Individual work, group work, project
P_K01	Individual work, group work, project

Student workload	Number of hours
Classes	30
Individual work	20
Group work	10
Preparation of project	30
Total student workload in hours	90

ECTS credits	2
Contact	isp@ans.edu.pl

Course name in Polish and English

Institute:

P_U12

**Graduate is ready to:** 

mstite	ite.	Course	Course traine in rousii and English								
Legal a	and Soci	al Project	Project management II/Zarządzanie projektem II BBA.MIV.43.ZP.II								
Scienc	.es	Modul	Module name in Polish and English								
Field o	of study:	Moduł	IV. Bizne	s i admi	nistracja	wobec	wyzwar	ń międzys	ektorow	ości / Business and	
	ess and		stration	towards	the cha	llanges	of cross-	-sectoralit	:у		
Administration Study year, semester											
Year III, semester 5											
Level of study: Course status Lange								Langua	age		
first-c	•	Obligat	ory						English	า	
studie	S	Name,	surname	e, degre	e of the	course	instruct	or(s)	•		
Study	profile										
praction	-	Prereq	uisites								
		Knowle	edge of E	nglish at	t B2 leve	el					
		Forr	ns of cla	sses and	l numbe	r of hou	rs			ECTS credits	
lectu re	class es	Foreign language class	Labo	work shop	semi nar			Intern ship	Othe r	2	
	30	Ciass	У			MCS	Hosp			-	
						M	ital				
								1			
Course	e aims										
		e course is t with particu						_		ompetences in proje	
		ning outcom directional l		outcome	es						
		Gradua	ite know	s and u	ndersta	nds:					
P_W01 project management mechanisms by business and administration er							nistration entities				
Know	ledge:	K_W15		_							
	. 0 -		_				nsion of	project m	onitorir	ng and evaluation by	
			ss and ac	ımınistra	ation en	tities					
		K_W15									
			te can:						1		
Skills: P_U01 review and select mechanisms for monitoring and evaluating the project in the											

context of business and administrative entity relationships

**Course code** 

Social competences:

**P_K01** conduct a substantive discussion on the legal, financial and organizational barriers to monitoring and implementing the project in the context of business and administrative entities

K K04

Program content	Subject learning outcomes
CLASSES:	P_W01
Project – definitional and classification approach.	P_W02
Project in the public, private and social sectors.	P_W15
Project organization: preparation and implementation.	P_U01
	P_U12
	P_K01
	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

#### **Didactic methods**

Classes: project, group work, individual work with source materials

#### **Recommended literature**

# **Obligatory**

Hilson D., Managing Risk in Projects. Routledge 2025.

Hwang B-G, Ngo J., Zhu H., *Managing Projects with Smart TechnologiesDeveloping Technological Competency for Project Managers*. Routledge 2024.

Siva J. P. S., Gajendran T., *Power in Megaproject Decision-making. A Governmentality Approach*. Routledge 2025.

#### Supplementary

Schneider S. K., Flirting with disaster. Public management in crisis situations, M.E. Sharpe, 1995.

Barzelay M., *The new public management. Improving research and policy dialogue*, Russell Sage Foundation, 2011.

*Public management and governance*, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009. Rhodes R. A. W., *Understanding governance*. *Policy networks, governance, reflexivity and accountability*, Open University Press, 2010.

Assessment fo	orms/ways of verification
Subject	
learning	Assessment form
outcomes	
P_W02	Individual work, group work, project
P_U01	Individual work, group work, project
P_K01	Individual work, group work, project

Student workload	Number of hours
Classes	30
Individual work	20
Group work	10
Preparation of project	30
Total student workload in hours	90

ECTS credits	2
Contact	isp@ans.edu.pl

Institu	ıte:		Course	Course name in Polish and English Course code								
Legal	and Soci	al	Communication in business and administration BB							BBA.M	BBA.MV.45.KwBiA	
Scienc	ces		Komunikacja w biznesie i administracji									
	Module name in Polish and English											
Field of study:  Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji/Business and									Business and			
	Administration administration towards the challenges of professionalisation											
Study year, semester												
Level	of study	.	year I, s	emester	1							
first-c	-		Course	status						Langua	age	
studie	•		obligato	ory						English	1	
			Name,	surname	e, degre	e of the	course	instruct	or(s)			
Study	profile											
practi	cal		Prerequ	isites								
			Knowle	dge of E	nglish at	t B2 leve	el					
			Form	s of clas	ses and	numbe	r of hou	ırs			ECTS credits	
lectu	class	Fo	reign lg	labor	work	semi	Prac	tical	Intern	Othe	2	
re	es		class	atory	shop	nar	clas	ses	ship	r		
	30/1						MCS	Hosp				
	8						M	ital				
	e aims											
	_		_				•	•			ocesses in business.	
	_		_		•				-		on processes in the	
organ	ization. I	Jeve	eloping in	iterperso	onal and	commi	unicatio	n skiiis n	ecessary	n busine	ess practice	
Intend	ded leari	ning	outcome	es /								
		_	ctional le		utcome	es						
			Graduat									
			_			•				of busin	ess communication	
			and the	ir impac	t on the	functio	ning of t	he ente	rprise			
Know	ledge:		P_W15									
			_		ues and	tools su	pportin	g comm	unication	process	es in business and	
			adminis	tration								
			P_W15									
			Graduat			.12			· .	•		
Skills:				use tools	s and te	cnnique	s suppo	rting cor	nmunicat	ion proc	esses in business	
	K_U06											

	P_U02 propose communication solutions within a	given organization					
	K U06	8.10.1 0.8uu					
	Graduate is ready to:						
Social	K_K01 promote pro-social and entrepreneurial att	itudes					
competences:	K K04						
Program content Subjection outco							
LECTURE							
Not applicable							
CLASSES		P_W01					
	d specificity of communication in business.	P_W02					
The communica	·	P_U01					
	in organizations. personal relationships.	P_U02 P_K01					
Effective listenir		F_KOI					
Nonverbal com	_	(all subject learning					
	mmunication barriers.	outcomes are					
~	in small groups.	implemented in					
	ews, conversations and meetings.	each course					
		content)					
Didactic metho	ds						
Lecture: xxx							
Classes: project,	, discussion, talk, presentation						
Recommended	literature						
<b>Obligatory</b> Instructor's own							
Supplementary							
Websites							
	ms/ways of verification						
Subject							
learning	Assessment form						
outcomes							
P_W01							
P_W02							
P_U01	Active participation, preparation and pre-	sentation of the project					
P_U02							
P_K01							
P_K02							
Student worklo	ad	Number of hours full-time/part-time					
Classes		30/18					
Preparation for	classes, active participation	5/5					
Studying literatu		5/5					
	I presentation of the project	15/27					
Preparation for		0					
Preparation for exam 0  Preparation for passing the lecture 0							

Preparation for passing the classes	5/5
Total student workload in hours	60
ECTS credits	2
Contact	isp@ans.edu.pl

Institu	ite:		Course	Course name in Polish and English Course code									
_	and Soci	al	Market research / Badanie rynku BBA.MV.46.BR										
Scienc	es		Modu	Module name in Polish and English									
Field o	of study:		Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and										
	ess and			administration towards the challenges of professionalisation									
	istration	1		Study year, semester									
		Year II, semester 4											
	of study	:	Course	e status						Langua	age		
first-cy			obliga	tory						English	1		
studie	S		Name	, surnan	ne, degr	ee of the	course	instruct	or(s)				
Study	profile												
practio	-		Prerec	quisites									
•			Knowl	edge of	English	at B2 leve	el						
			For	ms of cl	asses ar	nd numbe	r of hou	rs			ECTS credits		
lectu	class		reign	labor	work	semin	Prac	tical	Intern	Othe	2		
re	es		nguag	atory	shop	ar		ses	ship	r			
1 - /1	20/2	e	class				NACC	11					
15/1 2	30/2 4						MCS M	Hosp ital					
2	7						171	itai					
Course	e aims	_											
		cou	rse is to	provide	knowle	edge on th	ne basic r	nethods	s used to a	analyze s	selected market areas.		
				•									
	led leari	_											
Refere	ence to o	dire	ctional I	earning	outcon	nes							
			Gradu	ate kno	ws and	understa	nds:						
						oning med							
Knowl	edge:		P_W1	5									
			P_W0	<b>2</b> basic r	nethods	used to	analyze	selected	market a	reas			
			P_W1	5									
				ate can:									
					he right	methods	to anal	yze a sp	ecific case	2			
Skills:			K_U06										
					selecte	ed market	phenon	nena					
	K_U06												
	Graduate is ready to:												

Social	K_K01 promote pro-social and entrepreneurial attitudes								
competences:	K_K04								
Program conte	Subject learning outcomes								
LECTURE  The essence of market analysis – Analysis as a scientific method – Data sources – Principles, stages and objectives of market analysis – Applications of analysis results and their interpretation – Market analysis and marketing research. Market as the subject of analysis – The concept of the market – The market as a system – The market as a system – Relationships between market elements – Analysis of the market mechanism. Price and income analysis of market capacity – Needs as a determinant of market capacity; relationships between needs, consumption, supply and demand, – Existing hierarchies of needs and contemporary trends in creating, strengthening needs, inclinations and habits; substitution and complementarity in contemporary markets – The influence of income on market capacity: value, quantity and price income elasticity indices – The influence of prices on market capacity: value and quantity price elasticity indices – Cross									
elasticity – Cur CLASSES Market absorp Analysis of exp U2, K1, K2 5. A demand – Ar interpretation periodic fluctu	P_W01 P_W02 P_U01 P_U02 P_K01  (all subject learning outcomes are implemented in each course content)								
Didactic metho	ods								
Lecture: inforn	nation based lecture								
Classes: projec	t, discussion, presentation								
Recommended	d literature								
Obligatory Instroctor's ow									
Supplementar websites	у								
Assessment fo	rms/ways of verification								
Subject learning outcomes	Subject learning Assessment form								
P_W01 P_W02	Descriptive colloquium								
P_U01 P_U02 P_K01 P_K02	W02 U01 U02 K01  Final project – analysis of a selected industry market using selected analysis methods								

Student workload	Number of hours full-time/part-time
Classes	45/36
Preparation for classes, active participation	2/4
Studying literature	3/10
Preparation and presentation of the project	5/5
Preparation for exam	
Preparation for passing the lecture	5/5
Preparation for passing the classes	
Total student workload in hours	60
ECTS credits	2
Contact	isp@ans.edu.pl

Course name in Polish and English

Institute:

	and Socia	al	Simulations of business and official meetings / BBA.MV.47a.SSB								
Scienc	ces		Symulad	cje spotkań biznesowych i urzędowych							
Field of study: Module name in Polish and English  Module V. Biznes i administracia wohec wyzwań r											
Busine	ess and		Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation								
Administration Study year, semester											
Level	of study:		year III,	semeste	er 5						
first-c	-	•	Course	status						Langua	age
studie	•		Elective							English	1
			Name,	surname	e, degre	e of the	course	instruct	or(s)		
-	profile										
practi	cal		Prerequ	iisites							
			Knowle	dge of E	nglish at	: B2 leve	el				
			Form	s of clas	ses and	numbe	r of hou	rs			ECTS credits
lectu re	class es	la	oreign nguage class	labor atory	work shop	semi nar		tical sses	Intern ship	Othe r	3
					30/1 8		MCS M	Hosp ital			
Cours	e aims										
		cou	rse is to p	orovide k	nowled	ge on th	e basic ı	methods	s used to a	nalyze s	elected market area
The ai	m of the	ning	outcome ctional le Gradua	es / arning o te know	outcome s and u	s ndersta	nds:			·	elected market area
The ai	m of the ded learr ence to c	ning	outcome ctional le Graduat P_W01	es / arning o te know	outcome s and u	s ndersta	nds:		s used to a	·	elected market area
The ai	m of the	ning	outcome ctional le Graduat P_W01 P_W15	es / arning o te know mechan	outcome s and ui ism for	e <b>s</b> n <b>dersta</b> i organizi	<b>nds:</b> ng busir	ess and	official m	·	elected market area
The ai	m of the ded learr ence to c	ning	outcome ctional le Graduat P_W01 P_W15 P_W02	es / arning o te know	outcome s and ui ism for	e <b>s</b> n <b>dersta</b> i organizi	<b>nds:</b> ng busir	ess and	official m	·	elected market area
The ai	m of the ded learr ence to c	ning	Graduate P_W01 P_W15 P_W02 P_W15	es / arning o te know mechan basic me	outcome s and ui ism for	e <b>s</b> n <b>dersta</b> i organizi	<b>nds:</b> ng busir	ess and	official m	·	elected market area
The ai	m of the ded learr ence to c	ning	Graduate P_W01 P_W15 P_W02 P_W15 Graduate	es / arning o te know mechan basic me	s and under the state of the st	e <b>s</b> n <b>dersta</b> i organizi used dur	n <b>ds:</b> ng busir ring busi	ness and	official m	eetings	
Intend Refere Know	m of the ded learr ence to c	ning	Graduat P_W01 P_W05 P_W05 Graduat P_U01	es / arning o te know mechan basic me	s and under the state of the st	e <b>s</b> n <b>dersta</b> i organizi used dur	n <b>ds:</b> ng busir ring busi	ness and	official m	eetings	
Intend Refere Know	m of the ded learr ence to c	ning	Graduate P_W01 P_W15 P_W02 P_W15 Graduate P_U01 of K_U06	es / arning o te know mechan basic me te can: choose t	s and under the state of the st	nderstai organizi used dur method	n <b>ds:</b> ng busir ring busi	ness and	official m	eetings	
The ai	m of the ded learr ence to c	ning	Graduate P_W01 P_W15 P_W02 P_W15 Graduate P_U01 of K_U06	es / arning o te know mechan basic me	s and under the state of the st	nderstai organizi used dur method	n <b>ds:</b> ng busir ring busi	ness and	official m	eetings	elected market area

**Course code** 

Social	<b>K_K01</b> promote entrepreneurial attitudes	
competences:	K_K04	
Program conter	nt .	Subject learning outcomes
LECTURE		
Not applicable		
CLASSES	P_W01	
Types of busines	P_W02	
Sales meeting	P_U01	
Negotiation me	_	P_U02
Regular compar	•	P_K01
_	e purpose of the meeting and the expected result	(all audio et la ausio e
Meeting particip	pants	(all subject learning outcomes are
Agenda	rials	
Necessary mate	rials e for exchanging views	implemented in each course
Strengthening c		content)
Case study	ompetences	Content
Didactic metho	ds	
Lecture: not app		
	ject, discussion, presentation	
Recommended	literature	
Obligatory		
Instructor's owr	materials	
Supplementary		
Websites		
Assessment for	ms/ways of verification	
Subject	· •	
learning	Assessment form	
outcomes		
P_W01		
P_W02		
P U01	Active participation, preparation for classes, 2 short tests	s, casy study – business meeting
P_U02	simulation (group project	
P_K01		
P_K02		
Student worklo	ad	Number of hours full-time/part-time
Classes		30/18
Preparation for	classes, active participation	10/10
Studying literati	ure	5/17
Preparation and	presentation of the project	20/20
Preparation for	· · ·	
	passing the lecture	
•	passing the classes	10/10
· ·	orkload in hours	75
TOTAL STRUCKLE M		

Contact isp@ans.edu.pl

# **COURSE CARD**

Course name in Polish and English

Institute:

Legal and Social			Savoir-vivre in business and administration / Savoir- BBA.MV.47b.S-VwBiA								
Scier	ices			vivre w biznesie i administracji)							
Field of study:  Modul V. Riznes i administracia wobec wyzwań profesiona											
	ness and	-	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation								
	inistratio					the cha	llenges	of profe	ssionalisa	tion	
/ tuiii	mistrati	511	Study year, semester								
Leve	Level of study: year III, semester 5										
first-		•	Course	e status						Langua	
studi	es		Electiv	'e						English	1
			Name	, surnan	ne, degre	e of the	course	instruct	or(s)		
	y profile	•									
pract	tical		Prerec	quisites							
			Knowl	edge of	English at	B2 leve	el				
			For	ms of cla	asses and	numbe	r of hou	rs			ECTS credits
lect	class	Fo	reign	labor	works	semi	Drag	tical	Intern	Othe	2
ure	es	lan	guage	atory	hop	nar		ses	ship	r	
uic		С	lass	atory			Cias	303	31110		
					30/18		MCS	Hosp			
							M	ital			
_											
	se aims									I	
									iquette in siness etic		SS.
										•	application of
						•	•		mpetenc		аррисаціон от
	4.05 0	0001110	200 01.91	actic do	the round		. p. 0. co.	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	mpeterie	<u>.                                    </u>	
Inter	nded lea	rning	outcon	nes /							
Refe	rence to	dire	ctional l	earning	outcome	!S					
			Graduate knows and understands:  P_W01 general rules of etiquette in business and administration								
.,					ii ruies of	etiquet	te in bus	iness ar	id admini	stration	
Knov	vledge:		P_W1			1					
					ules of di	piomati	c protoc	OI			
			P_W1								
CI.:III	_			ate can:		ista hal	ander in	hucinas	.c and ad:	ministrat	tivo cituations
Skills	<b>:</b>				e appropr	iate per	iavior in	busines	s and adr	mmstrat	tive situations
			K_U09								

**Course code** 

	P_U02 use the rules of diplomatic protocol, taking into account cultural differences
	K_U15
Casial	Graduate is ready to:
Social	<b>K_K01</b> take actions for the benefit of the immediate environment
competences:	K_K07

Program content	Subject learning
	outcomes
LECTURE	
Not applicable	
CLASSES	P_W01
The role of etiquette in professional and social life.	P_W02
The image of a businessman/businesswoman – the main principles of dress code.	P_U01
Greetings, farewells, presentations – the principles of precedence, titles, classes,	P_U02
ranks of diplomatic personnel,	P_K01
diplomatic ceremonial, courtesy, service and scientific titles.	
Business communication.	(all subject learning
Handing out business cards – the appearance of a business card, how to give and	outcomes are
when to exchange them.	implemented in
Telephone conversations – difficult situations, the most common mistakes made	each course
over the phone.	content)
Netiquette – the principles of electronic communication.	
The principles applicable during business trips. Business etiquette, as the	
international language of courtesy.	
The role and forms of business receptions – the principles of organizing	
receptions, toasts, coffee, procedures for serving dishes, taking seats, ways of	
eating, good manners at the table, standing and seated receptions, aperitif,	
professional farewell and faux-pas.	
Diplomatic protocol and cultural differences.	
The role and importance of ethical codes in companies.	
What compromises us in our professional and social lives.	

# **Didactic methods**

Lecture: not applicable

Classes: project, discussion, presentation

# **Recommended literature**

# **Obligatory**

Modrzyńska J., Protokół dyplomatyczny etykieta i zasady savoir-vivre'u, Warszawa 2016.

Wocław W. S., Savoir-vivre, czyli jak ułatwić sobie życie, Olszanica 2016.

Szymczak W. F., Etykieta w biznesie i administracji publicznej z elementami protokołu dyplomatycznego, Warszawa 2018

# **Supplementary**

Orłowski T., Protokół dyplomatyczny. Ceremoniał i etykieta, Warszawa 2018.

Assessment	torms/	ways of	verification
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Subject	
learning	Assessment form
outcomes	
P_W01	Authorization of the foreign and the foreign a
P_W02	Active participation, reparation for classes, 2 short tests, casy study – savoir-vivre in
P_U01	business and administration

12.00	
Student workload	Number of hours full-time/part-time
Classes	30/18
Preparation for classes, active participation	10/10
Studying literature	5/17
Preparation and presentation of the project	20/20
Preparation for exam	
Preparation for passing the lecture	
Preparation for passing the classes	10/10
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

Logal	ıte:	Course name in Polish and English Cours									ourse code	
regal o	and Soci	al	Manag	ging soci	V.48a.PMS							
Sciences Prowadzenie mediów społecznościowych												
Module name in Polish and English												
	of study:		Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and									
	ess and		admin	istratior	toward	ls the cha	llenges	of profe	ssionalisa	tion		
Administration Study year, semester												
Level	of study		year II	I, semes	ter 5							
first-cy	-	•	Course	e status						Langua	age	
studie	•		Electiv	'e						English	l	
5 ( 0 1 0 1 0			Name	, surnan	ne, degr	ee of the	course i	nstruct	or(s)			
Study	profile											
practio	-		Prerec	quisites								
				•	English	at B2 leve	<u> </u>					
						nd numbe		rs			ECTS credits	
	Ι	Fo	reign								2	
lectu	class		nguag	labor	work	semin	Prac		Intern	Othe	_	
re	es		class	atory	shop	ar	clas	ses	ship	r		
					30/1		MCS	Hosp				
					8		М	ital				
Course	e aims											
		to c	onduct	dialogue	and bu	ild relatic	nships i	n social	media and	d acquir	e skills	
Learni	ing how i	ning	outcon	nes /			nships i	n social	media and	d acquir	e skills	
Learni	ing how	ning	outcon	nes /			nships i	n social	media and	d acquir	e skills	
Learni	ing how i	ning	outcon	nes / learning	outcom	nes	·	n social	media and	d acquir	e skills	
Learni	ing how i	ning	outcon ctional l Gradu	nes / learning ate kno	outcom	nes understa	nds:		media and	d acquir	e skills	
Intend Refere	ing how ded learn	ning	outcon ctional I Gradu P_W0	nes / earning ate kno 1 the typ	outcom	nes	nds:		media and	d acquir	e skills	
Learni	ing how ded learn	ning	outcon ctional I Gradu P_W0: P_W1!	nes / learning ate kno 1 the typ	outcom ws and pes and	nes understa scope of	nds: social m	edia				
Intend Refere	ing how ded learn	ning	outcon ctional l Gradu P_W0: P_W1: P_W0:	nes / learning ate kno 1 the typ 5 2 the us	outcom ws and pes and	nes understa scope of	nds: social m	edia			e skills monitor content in	
Intend Refere	ing how ded learn	ning	outcon ctional I Gradu P_W0: P_W1!	nes / learning ate kno 1 the typ 5 2 the us media	outcom ws and pes and	nes understa scope of	nds: social m	edia				
Intend Refere	ing how ded learn	ning	Gradu P_W0: P_W0: social P_W1:	nes / learning ate kno 1 the typ 5 2 the us media	outcom ws and pes and e of indi	nes understa scope of	nds: social m	edia				
Intend Refere Knowl	ded learnence to d	ning	Gradu P_W0: P_W0: social P_W1: Gradu	nes / learning ate kno 1 the typ 5 2 the us media 5 ate can:	outcom ws and bes and e of indi	nes understal scope of s vidual ins	n <b>ds:</b> social mo	edia es to cre	ate, mana	ge and	monitor content in	
Intend Refere	ded learnence to d	ning	Gradu P_W0: P_W1: P_W0: social P_W1: Gradu P_U01	nes / learning ate kno 1 the typ 5 2 the us media 5 ate cans	outcom ws and bes and e of indi	nes understal scope of s vidual ins	nds: social mo trument	edia s to cre juired to	ate, mana	ge and		
Intend Refere Knowl	ded learnence to d	ning	Gradu P_W0: P_W1: P_W0: social P_W1: Gradu P_U01	nes / learning ate kno 1 the typ 5 2 the us media 5 ate can: select s gy and c	outcom ws and bes and e of indi	nes understal scope of s vidual ins	nds: social mo trument	edia s to cre juired to	ate, mana	ge and	monitor content in	

Social competences:

K_K01 conduct a substantive discussion on social media, negotiate and argue a position while maintaining an ethical attitude

K_K04

Program content	Subject learning outcomes
LECTURE	
Not applicable	
CLASSES	P_W01
Characteristics of social media. Scope of the subject, main problems and issues.	P_W02
Dynamics of technology development / changes in people's communication style.	P_U01
Types of social media. Functions and goals of social media. Effectiveness of	P_K01
communication in social media. Methodology of using social media in	
organizational activities. The Facebook phenomenon - dynamics of development	(all subject learning
and changes in functionalities. Facebook - tools for creating and managing	outcomes are
content. Facebook - principles of implementing information and promotional	implemented in
campaigns. Twitter - analysis of the scope of use and effectiveness of the channel	each course
in relation to individual countries. Visualization of the message - Instagram and	content)
other social media that prefer images over text in messages. YT and Vimeo -	
creation and distribution of video content. Networking - the decline of the Golden	
Line and the dominance of LinkedIn. Niche social media - Academia and Research	
Gate. Tools for monitoring and testing the effectiveness of activities in social	
media.	

#### **Didactic methods**

Lecture: not applicable

Classes: project, discussion, presentation

# **Recommended literature**

# Obligatory

Websites

Żukowski, M., 2016, Twoja firma w social mediach. Podręcznik marketingu internetowego dla małych i średnich przedsiębiorstw, OnePress

Miotk, A., 2013, Skuteczne social media. Prowadź działania, osiągaj zamierzone efekty, OnePress Sadowski, M., 2012, Rewolucja social media, Wydawnictwo Helion

#### **Supplementary**

Websites

# Assessment forms/ways of verification

Subject							
learning	Assessment form						
outcomes							
P_W01							
P_W02	Active continue time to a consequent of the continue to the co						
P_U01	Active participation, preparation for classes, 2 short tests, conducting research project						
P_U02	using the content analysis method: from planning the study to preparing and presenting the report						
P_K01	the report						
P_K02							

Student workle	oad	Number of hours full-time/part-time			
Classes		30/18			
Preparation for	classes, active participation	10/10			

Studying literature	5/17
Preparation and presentation of the project	20/20
Preparation for exam	
Preparation for passing the lecture	
Preparation for passing the classes	10/10
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

Insti	stitute: Course name in Polish and English								Course code			
_	l and Soci	al	Method	ds and to	echniqu	es of an	alyzing of	fficial		BBA.M	IV.48b.AMS	
Scier	nces		documentation / Metody i techniki analizy mediów									
			społecznościowych									
	Field of study: Module name in Polish and English											
	Business and Administration  Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and										/ Business and	
Aam	inistration	1	administration towards the challenges of professionalisation									
Level of study:			Study year, semester									
	first-cycle		year III, semester 5									
studi	•	L	Course status La							Langua	Language	
			Elective							English	1	
Stud	y profile		Name, s	urname	e, degre	e of the	course ii	nstruct	or(s)			
pract	tical											
			Prerequ	isites								
	Knowledge of English at B2 level											
			Form	s of clas	ses and	numbe	r of hour	'S			ECTS credits	
lect	l .	for	eign lg	labor	work	semi	Pract	ical	Intern	Othe r	2	
ure	classes		class	atory	shop	nar	class	ses	ship			
					30/1		MCS	Hosp				
					8		М	ital				
Cour	se aims											
The a	aim of the	cou	rse is to t	each stu	udents: 1	1. Condւ	icting qu	antitati	ve and qu	alitative	e media analyses using	
			_				Polish ma	arket fo	r content	analysis	3. Application of data	
and o	content a	nalys	ses in ma	rketing	activitie	S						
14		<b>. •</b>										
	nded leari rence to d	_		-	utcomo							
Keie	rence to t	anec	tional le	arming C	outcome	:5						
			Graduat	te know	s and ui	nderstai	nds:					
			P_W01	the esse	ence, ori	gins and	l applicat	ion of o	content ar	nalysis ir	n scientific research	
			and in the practice of marketing activities									
Knov	Knowledge:		P_W15									
		ľ	P_W02 the essence and principles of social media monitoring.									
			P W15									
		$\dashv$	Graduate can:									
Skills:			P_U01 conduct quantitative and qualitative media analysis using content analysis									
			K_U12									
				applv da	ta and c	ontent a	analysis i	n marke	eting activ	/ities		
		- 1	•									

	K_U05
	Graduate is ready to:
Social	<b>K_K01</b> conduct a substantive discussion on social media, negotiating and arguing a
competences:	position while maintaining an ethical attitude
	K_K04

Program content	Subject learning
	outcomes
LECTURE	
Not applicable	
CLASSES	P_W01
Content analysis – definition, history of the method. Content analysis as a	P_W02
scientific research method. Application of content analysis in practice – marketing	P_U01
and public relations activities. Conducting a research project using the content	P_U02
analysis method: from planning the study to preparing the report. Challenges in	P_K01
the analysis of content and internet data. Ethical issues in conducting research	
using content analysis from social media. Social media monitoring as a tool for	(all subject learning
content analysis.	outcomes are
	implemented in
	each course
	content)

Lecture: not applicable

Classes: project, discussion, presentation

### **Recommended literature**

## **Obligatory**

Modrzyńska J., Protokół dyplomatyczny etykieta i zasady savoir-vivre'u, Warszawa 2016.

- 2. Wocław S., Savoir-vivre, czyli jak ułatwić sobie życie, Olszanica 2016.
- 3. Szymczak, Etykieta w biznesie i administracji publicznej z elementami protokołu dyplomatycznego, Warszawa 2018

## Supplementary

Orłowski T., Protokół dyplomatyczny. Ceremoniał i etykieta, Warszawa 2018.

Subject	
learning	Assessment form
outcome	
P_W01	
P_W02	Astivo postisiantina supposation for classes 2 shout toots conducting recover success
P_U01	Active participation, preparation for classes, 2 short tests, conducting research project using the content analysis method: from planning the study to preparing and presenting
P_U02	the report
P_K01	The report
P_K02	

1_102	
Student workload	Number of hours
	full-time/part-time
Classes	30/18
Preparation for classes, active participation	10/10
Studying literature	5/17

Preparation and presentation of the project	20/20
Preparation for exam	
Preparation for passing the lecture	
Preparation for passing the classes	10/10
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

Lacal	ıte:	Course	Course name in Polish and English							Course code		
Legal a	and Socia	al Busine	ss docun	nentatio	BBA.MV.49a.TDBiU							
Scienc	es	Tworze	Tworzenie dokumentacji biznesowej i urzędowej									
		Module	e name i	n Polish	and En	glish						
Business and  Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji								nalizacji ,	/ Business and			
		admini	administration towards the challenges of professionalisation									
Administration Study year, semester												
Level	of study:	year II,	semeste	r 4								
first-cy	-	Course	status						Langua	ige		
studies		Elective	<u> </u>						English			
		Name,	surname	, degre	e of the	course i	nstruct	or(s)				
Study	profile									·		
practio	cal	Prereq	uisites									
		Knowle	dge of E	nglish at	B2 leve	el						
		Forn	ns of clas	ses and	numbe	r of hou	rs			ECTS credits		
		foreign	1.1				1		O.L.	2		
lectu	class	language	labor	work	semi	Pract		Intern	Othe			
re	es	class	atory	shop	nar	clas	ses	ship	r			
				30/1		MCS	Hosp					
				8		М	ital					
Course	e aims											
•	_	dents to in	•		_	ousiness	docum	entation.	Familia	rizing students with		
selecto	ed techn											
Jeicell		iques and to	ols used	in busir	ess doc		tion ma	nagement				
	امط اممس	•		in busir	ess doc		tion ma	nagement				
Intend		ing outcom	es /				tion ma	nagement				
Intend		•	es /				tion ma	nagement				
Intend		ing outcom	es /	utcome	s	umentat	tion ma	nagement				
Intend		ling outcom lirectional le	es / earning o	utcome s and ur	s nderstai	umentat			i.	in business		
Intend Refere	ence to d	ling outcom lirectional le	es / earning o ete know basic te	utcome s and ur	s nderstai	umentat			i.			
Intend	ence to d	Gradua P_W15	es / earning o te know basic te	utcome s and ur rminolog	s nderstai gy in the	nds:	docum	ent mana	i.			
Intend Refere	ence to d	Gradua P_W15	es / earning o te know basic te principle	utcome s and ur rminolog	s nderstai gy in the	nds:	docum		i.			
Intend Refere	ence to d	Gradua P_W01 P_W02	es / earning o te know basic te principle	utcome s and ur rminolog	s nderstai gy in the	nds:	docum	ent mana	i.			
Intend Refere	ence to d	Gradua P_W01 P_W15 P_W15 P_W15 Gradua	es / earning of te know basic tel principle te can:	utcome s and ur minolog es of doo	s nderstar gy in the cument	nds: e field of manage	documo	ent mana business	gement	in business		
Intend Refere	ence to d	Gradua P_W01 P_W15 P_W02 P_W15 Gradua P_U01	es / earning of te know basic tel principle te can:	utcome s and ur rminolog es of doo dently p	nderstar gy in the cument repare (	nds: e field of manage	documo	ent mana business	gement			
Intend Refere	ence to d	Gradua P_W01 P_W15 P_W02 P_W15 Gradua P_U01	es / earning of te know basic tel principle te can: independ ss produc	utcome s and ur rminolog es of doo dently p	nderstar gy in the cument repare (	nds: e field of manage	documo	ent mana business	gement	in business		
Intend Refere Knowl	ence to d	Gradua P_W01 P_W15 P_W02 P_W15 Gradua P_U01 busines	es / earning of te know basic te principle te can: independ ss produc	utcome s and ur rminolog es of doo dently p	nderstai gy in the cument repare o	nds: e field of manage	documoment in	ent mana business for a selec	gement sted info	in business		
Intend Refere Knowl	ence to d	Gradua P_W01 P_W15 P_W02 P_W15 Gradua P_U01 busines K_U12 P_U02	es / earning of te know basic te principle te can: independ ss produc	utcome s and ur rminolog es of doo dently p et or serv	s  nderstar  gy in the  cument  repare ovice  IT techr	nds: e field of manage	documoment in	ent mana business for a selec	gement sted info	in business rmation and/or		

Social competences:									
Program conte		Subject learning outcomes							
LECTURE Not applicable									
user stories in C names (e.g. var supporting doc	ques for eliciting and documenting requirements in business (e.g. Gherkin). Project and code documentation in IT. Creating notes and iables, functions, files). Version control mechanism. Selected tools umentation management (tools such as Git, GitHub, Repl.it, p., Slack, Microsoft Teams).	P_W01 P_W02 P_U01 P_U02 P_K01  (all subject learning outcomes are implemented in each course content)							
Didactic metho									
<u> </u>	, discussion, presentation								
Recommended	literature								
<b>Obligatory</b> literature relate websites	ed to acquiring and documenting requirements								
<b>Supplementary</b> supplementary	literature on selected design methodologies								
Assessment for	ms/ways of verification								
Subject learning outcomes	Assessment form								
P_W01 P_W02	Active participation, preparation for classes, 2 short	tests							
P_U01 P_U02 P_K01 P_K02	Preparation and presentation of the project - the project cons documentation for a selected product or information and/or bus following are assessed:  - presence and active participation in classes - 0-40 points project following grading scale applies (1 - 100 points): 0-50 points - grade grade dst 61-70 points - grade + dst 71-80 points - grade db 81-90 points - grade vdb	siness service. The ct - 0-60 points. The e ndst 51-60 points -							
Student worklo	pad	Number of hours full-time/part-time							

Preparation for classes, active participation

Studying literature

30/18

10/10

5/17

Preparation and presentation of the project	20/20
Preparation for exam	
Preparation for passing the lecture	
Preparation for passing the classes	10/10
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

Institu	te:	Course name in Polish and English Course code									
Legal a	and Social es	Maintaining websites in business and administration/ Prowadzenie stron internetowych w biznesie i administracji  BBA.MV.49b.PSIwBiA									
Field o	of study:	Mo	dule nan	ne in Polis	sh and Eng	glish					
	Business and Administration Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation								/ Business and		
			ıdy year,		as the cha	nenges	or profe	33101141134	CIOII		
	Level of study:		ar II, seme								
first-cy			urse statu						Langua	age	
studies	S		ctive						English		
Study	profile	_	me, surna	ame, degr	ee of the	course	instruct	or(s)	LIIGHSI		
practic	-	140	inc, surne	inc, acgi	cc or the	course	iiisti act	01(3)			
practic	.ui	Dre	erequisite	· C							
			owledge o		at B2 leve	<u> </u>					
		_	Forms of							CCTC and dita	
		le	FORMS OF	ciasses ar	ia numbe	r or nou	irs			ECTS credits 2	
lectu		kt	labora	works	semes	Prac	tical	Intern	Othe		
re	classes	or	tory	hop	ter		sses	ship	r		
		at	,	tory map ter classes simp		J <b>p</b>					
				30/18		MCS M	Hosp ital				
Course	aime										
		urco	is to toach	how to	norate w	obsitos	taking i	nto accou	nt the la	itest technologies and	
	in this field		is to teaci	THOW to t	operate w	ensites,	taking ii	nto accou	iii tiie ia	itest tecimologies and	
	led learning ence to dire	_		ng outcon	nes						
		Gra	aduate kn	ows and	understaı	nds:					
Knowl	edge:	P_'	P_W01 the latest technologies and trends in running websites								
		P_'	W15								
		Gra	aduate ca	n:							
		P_	<b>U01</b> indep	endently	prepare r	material	to be pl	aced on t	he webs	site, based on the	
Skills:		_	rking mat	erial prov	rided						
JKIII3.		_	U12								
		_	U02 prepa	are graphi	ics illustra	ting the	prepare	ed materia	al		
		K_	U05								
Social			aduate is	-							
	etences:	_			•	nd conti	nuously	update t	he know	ledge and skills in the	
		fie	ld of runn	ing websi	tes						

	K_K04	
Program content	-	Subject learning outcomes
LECTURE		
Not applicable		
CLASSES		P_W01
_	ns and other page elements; text formatting; creating forms and	P_U01
	oning page elements; CSS style sheets; page layout based on CSS	P_U02
	techniques; constructing accessible websites compliant with	P_K01
	requirements; using CMSs to implement your own website	/all subject learning
	graphics, their optimization and creation of online galleries; logs of collections	(all subject learning outcomes are
creating text cata	logs of collections	implemented in
		each course
		content)
		,
Didactic methods	5	
Lecture: not appli	icable	
Classes: project, o	discussion, presentation	
Recommended li	terature	
Obligatory		
websites		
Supplementary websites		
	s/ways of verification	
Subject learning	sy ways or verification	
outcomes	Assessment form	
P_W01		
P_U01	Active participation, preparation for classes, 2 sho	ort tests
P U02	Preparation and presentation of the project (simple informat	ion, preparation of
P_K01	material for the website, graphics)	
P K02		
Student workload	d	Number of hours
		full-time/part-time
Classes		30/18
Preparation for cl	asses, active participation	10/10
Studying literatur	re	5/17
Preparation and p	presentation of the project	20/20
Preparation for ex	xam	
Preparation for p	assing the lecture	
Preparation for p	assing the classes	10/10
Total student wo	rkload in hours	75
ECTS credits		3
Contact		isp@ans.edu.pl

Insti	tute:		Course name in Polish and English Course code									
Lega Scier	l and So	cial	E-business and a-administration (E-biznes i e- BBA administracja)								IV.51a.E-BiE-A	
Module name in Polish												
	of stud	-	Modu	ł V. Busine	ess and	adminis	tration t	owards	the challe	enges of	professionalisation/	
	ness and		Biznes	i adminis	tracja w	obec w	yzwań p	rofesjon	nalizacji			
Administration Study year, semester												
Level of study:  Year III, semester 5												
first-		,	Course	e status						Langu	age	
studi	•		Electiv	/e						English	1	
			Name	, surname	e, degre	e of the	course	instruct	or(s)			
	y profile	•										
pract	tical		Prerec	quisites								
			Knowl	edge of E	nglish at	t B2 leve	el					
Form	s of clas	sses a	nd nun	nber of ho	ours						ECTS credits	
lect	class	Fore	eign guage	Labora	work	semi	Practio	-	Intern	Othe	3	
ure	es	clas		tory	shop	nar	classes	5	ship	r		
	30						MCS	Hosp			1	
							М	ital				
	se aims											
							owledge	, skills aı	nd compe	tences i	n the field of e-	
busir	ness and	e-ad	ministra	ation man	agemer	nt.						
	nded lea rence to	_		nes / learning c	outcome	es						
			Gradu	ate know	s and u	ndersta	nds:					
			_			onducti	ng busin	ess and	administ	rative ac	ctivities based on the	
Knov	vledge:		use of ICTK_W15									
	Ū		P_W02 mechanisms and forms of conducting business and administrative activities									
			based   K_W1!	based on the use of ICT								
				ate can:								
					strumer	nts for co	onductir	g husin	ess and a	dministr	ative activities based	
Skills	<b>::</b>		on ICT		sti uiiiei	113 101 0	onductii	ig busine	ess and at	aiiiiiisti	ative activities based	
			P_U12									
				ate is rea	dy to:							
Socia	al					ntive di	scussior	on how	v to use IC	T for bu	isiness and	
	oetence	s:	<b>P_K01</b> conduct a substantive discussion on how to use ICT for business and administrative purposes									
competences: administrative purposes  K K04												

Program content	Subject learning
	outcomes
CLASSES:	P_W01
E-business and e-administration – definitional and classification approach.	P_W02
Internet and social media in e-business and e-administration.	P_W15
Conditions, mechanisms, forms of e-business and e-administration.	P_U01
Case study analysis. Contemporary trends in e-business and e-administration	P_U12
management.	P_K01
	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

Classes: project, group work, individual work with source materials

### **Recommended literature**

### **Obligatory**

Jelassi T., Martinez-Lopez F. J., Strategies for e-Business. Concepts and Cases on Value Creation and Digital Business Transformation. Springer 2020.

Hilson D., Managing Risk in Projects. Routledge 2025.

Hwang B-G, Ngo J., Zhu H., *Managing Projects with Smart Technologies. Developing Technological Competency for Project Managers.* Routledge 2024.

### Supplementary

Barzelay M., The new public management. Improving research and policy dialogue, Russell Sage Foundation, 2011.

Public management and governance, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009.

Subject	
learning	Assessment form
outcomes	
P_W02	Individual work, group work, project, exam
P_U01	Individual work, group work, exam
P_K01	Individual work, group work, exam

Student workload	Number of hours
Classes	45
Individual work	15
Group work	10
Preparation of project	20
Preparation for exam	30
Total student workload in hours	120
ECTS credits	3
Contact	isp@ans.edu.pl

te:	С	Course name in Polish and English							Course	Course code		
Legal and Social			Information management in business and BBA.MV.50a.ZlwBiA									
es	a	dminis	stration	ı / Zarząd:	zanie in	formacja	ami w bi	znesie i				
administracji												
_	N	/lodule	name	in Polish	and En	glish						
					-		•		-	/ Business and		
stration	a	dminis	tration	towards	the cha	llenges	of profe	ssionalisa	tion			
f study	S	tudy y	ear, se	mester								
-	y.	ear II,	semest	er 3								
	С	ourse	status						Langua	age		
	E	lective	<u> </u>						English	l		
orofile	N	lame, s	surnan	ne, degre	e of the	course	instruct	or(s)				
al												
	Р	rerequ	uisites									
	K	nowle	dge of	English at	t B2 leve	el e						
		Form	ns of cla	asses and	numbe	r of hou	rs			ECTS credits		
class	fore			works	semi			Intern	Othe	2		
es		-	atory	hop	nar	clas	ses	ship	r			
				30/18		MCS	Hosp					
						М	ital					
aims		-			_							
ng the b	asics c	of info	rmatio	n theory a	and basi	c conce	ots relat	ed to info	ormation	processing. Learning		
					_			n system	s. Learni	ng about systems for		
ng, prod	essing	g and s	toring	informati	on in an	enterp	ise.					
			,									
	_				_							
nce to c	irectio	onai ie	arning	outcome	es							
	G	ìradua	te kno	ws and u	ndersta	nds:						
		P_W01 conceptual foundations related to information processing in organizations										
edge:												
		-								ws methods of		
		<del>-</del>										
		P W03										
		ìradua	te can:	P_U01 distinguish between the concepts of data, information, and knowledge								
					een the	concep	ts of dat	a, inform	ation, ar	nd knowledge		
	P				een the	concep	ts of dat	a, inform	ation, ar	nd knowledge		
	P K	_ <b>U01</b> (	disting	uish betw						nd knowledge ements of the		
	P K	_ <b>U01</b> (	disting	uish betw the meth								
re fiss of c	f study: ss and stration f study: cle  class es  aims g the b nforma ng, proceed learn	ris a a a a a a a a a a a a a a a a a a a	Information definition of study:  standstration  f study: cle  Form  class g the basics of information qualitying, processing and steed dearning outcomnice to directional lends assessing public desired administration	Information madministration administration administration administration administration administration administration administration administration administration Study year, se year II, semest Course status Elective  Name, surnan  Prerequisites Knowledge of  Forms of class Information madministration administration adm	Information management administration / Zarząd administracji  Module name in Polish Moduł V. Biznes i administration towards Study year, semester year II, semester 3  Course status  Elective  Name, surname, degree  Prerequisites  Knowledge of English and towards degree ald	Information management in but administraciji  Module name in Polish and Engament in Study: Stand Stration  If study: Stand Stration  If study: Stand Stration  If study: Stand Stration  If study: Stand Study year, semester  Year II, semester 3  Course status  Elective  Name, surname, degree of the Study year, semester  Year II, semester 3  Course status  Elective  Name, surname, degree of the Study year semester  Year II, semester 3  Course status  Elective  Name, surname, degree of the seminary of classes and number of classes and number of labor works seminary hop nar at solve in manager of seminary and its role in manager of seminary and its role in manager of seminary and storing information in an of seminary outcomes  Information quality and its role in manager of seminary outcomes of seminary outcomes  Information quality and its role in manager of seminary outcomes  Information outcomes of classifying in assessing the quality of information of the seminary of the seminary of the seminary outcomes  Information polish and Engament in but administracion in administracion towards the character of the seminary of th	Information management in business a administration / Zarządzanie informacja administracji  Module name in Polish and English Moduł V. Biznes i administracja wobec administration towards the challenges of Study year, semester year II, semester 3  Course status Elective  Name, surname, degree of the course in Study at B2 level  Forms of classes and number of hour class foreign labor works semi practical labor la	Information management in business and administration / Zarządzanie informacjami w bi administracji  Module name in Polish and English Module v. Biznes i administracja wobec wyzwań administration towards the challenges of profe Study year, semester year II, semester 3  Course status Elective Name, surname, degree of the course instruction of classes and number of hours  Class foreign labor works semi practical classes Ig class atory hop nar classes  g the basics of information theory and basic concepts relating name of the course information quality and its role in management information name, processing and storing information in an enterprise.  Graduate knows and understands: P_W01 conceptual foundations related to information and assessing the quality of information and its use P_W02 methods of classifying information and assessing the quality of information and its use P_W03	Information management in business and administracion / Zarządzanie informacjami w biznesie i administracji  Module name in Polish and English  Module V. Biznes i administracja wobec wyzwań profesjon administration towards the challenges of professionalisa  Study year, semester  year II, semester 3  Course status  Elective  Name, surname, degree of the course instructor(s)  Prerequisites  Knowledge of English at B2 level  Forms of classes and number of hours  class foreign labor works semi Practical Intern classes ship  aims  g the basics of information theory and basic concepts related to information quality and its role in management information systems ag, processing and storing information in an enterprise.  ed learning outcomes / Ince to directional learning outcomes  Graduate knows and understands:  P_W01 conceptual foundations related to information programs and its attributions assessing the quality of information and its usefulness  P_W02 methods of classifying information and its attributions assessing the quality of information and its usefulness  P_W03	Information management in business and administration / Zarządzanie informacjami w biznesie i administracji  Module name in Polish and English  Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji administration towards the challenges of professionalisation  Study:  Study:  Cle  Cle  Cle  Course status  Elective  Name, surname, degree of the course instructor(s)  Prerequisites  Knowledge of English at B2 level  Forms of classes and number of hours  Class  Goreign labor works semi Practical Intern Othe classes ship r  30/18  MCS Hosp M ital  aims  g the basics of information theory and basic concepts related to information quality and its role in management information systems. Learning, processing and storing information in an enterprise.  Edd learning outcomes / nee to directional learning outcomes  Graduate knows and understands:  P_W01 conceptual foundations related to information processing the quality of information and its attributes, known assessing the quality of information and its usefulness  P_W02 methods of classifying information and its attributes, known assessing the quality of information and its usefulness  P_W02 methods of classifying information and its usefulness  P_W03		

	D. 1102 chaosa the information processing method for the compa	any's poods
	P_U03 choose the information processing method for the compa	any s needs
	P_U06	
Social competences:	Graduate is ready to:  K_K01 independently expand and continuously update the know field of running websites	ledge and skills in the
	K_K04	
Program conten	t	Subject learning outcomes
LECTURE		
Not applicable		
CLASSES		P_W01
Introduction: dat	ta, information, knowledge, wisdom. information resources:	P W02
languages of forr	mal information recording, metadata, repositories, relational	P U01
	nation as an economic good. Information market. Phenomena	P_U02
	ormation saturation, information gap, information barriers,	P_U03
	ds. Standards and structures of information exchange. The process	P_K01
	ow in an enterprise. Information sources. Searching and filtering	_
	itioning information. Information integration: at the level of	(all subject learning
	itics, external and internal The role of information management in	outcomes are
	processes in enterprises. Cyberspace as an area of information	implemented in
_	formation security management: technological, social, legal	each course
_	I information quality management.	content)
	amornation quality management.	Content
Didactic method	s	
Lecture: not app	licable	
Classes: project,	discussion, presentation	
Recommended I	iterature	
Obligatory		
literature on acq	uiring and documenting requirements	
websites		
Supplementary		
Supplementary li	iterature on chosen project methods	
Assessment form	ns/ways of verification	
Subject		
learning	Assessment form	
outcomes		
P_W01		
P_U01		
P_U02	Active participation, preparation for classes, descriptive c	olloquium;
P_U03	preparation and presentation of the project	
P_K01		
P_K02		
Student workloa	nd	Number of hours
		full-time/part-time
Classes		30/18
	classes, active participation	10/10
Studying literatu		5/17

Preparation and presentation of the project	10/10
Preparation for exam	
Preparation for descriptive colloquium	10/10
Preparation for passing the classes	10/10
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

	ıte:	Cou	Course name in Polish and English Course							code	
Legal a	and Social	Adr	Administrative and legal business environment BBA.MV.50b.AOB								
Scienc	es	Adr	Administracyjnoprawne otoczenie biznesu								
		Мо	lule name i	n Polish	and Eng	glish					
	of study:	Мо	luł V. Bizne:	s i admir	nistracja	wobec	wyzwań	profesjor	nalizacji ,	/ Business and	
	ess and histration	adr	inistration	towards	the cha	llenges	of profe	ssionalisa	tion		
Aumm	iistration	Stu	ly year, sen	nester							
Level (	of study:	yea	II, semeste	er 3							
	ycle studie	S Cou	rse status						Langua	age	
	•	Ele	tive						English	1	
Study	profile	Naı	ne, surname	e, degre	e of the	course	instruct	or(s)			
practio	cal										
		Pre	equisites								
		Kno	wledge of E	nglish at	B2 leve	el					
		Fc	rms of class	es and i	number	of hour	S			ECTS credits	
lectu		Foreigr	labora	work	semi	Prac	tical	Intern	Othe	2	
re	classes	languag	tory	shop	nar		sses	ship	r		
		class	10.7								
				30/1		MCS	Hosp				
				8		M	ITAL				
							ital				
Course	a aims						itai				
		est import	ant adminis		nd legal			nusiness e	environm	nent	
		ost import	nnt adminis		nd legal			ousiness e	environm	nent.	
Learni					nd legal			ousiness e	environm	nent.	
Learni Intend	ng the mo	ng outcor		trative a	nd legal			ousiness e	environm	nent.	
Learni Intend Refere	ng the mo	ng outcor rectional	es / earning out	trative a	-	aspects		ousiness e	nvironm	nent.	
Learni Intend Refere	ng the mo	ng outcor rectional Gra	es / earning out duate know	trative a	ndersta	aspects	s of the I			nent.	
Learni Intend Refere	ng the mo	ng outcor rectional Gra P_V	nes / earning out duate know /01 adminis	trative a	ndersta	aspects	s of the I			nent.	
Learni Intend Refere	ng the mo	ng outcor rectional Gra P_V	es / earning out duate know /01 adminis	trative a	ndersta	aspects	s of the I			nent.	
Learni Intend Refere	ng the mo	ng outcor rectional Gra P_V P_V	es / earning out duate know /01 adminis /10 duate can:	comes s and untrative a	n <b>dersta</b> and lega	aspects  nds: I aspects	s of the l	l to busin	ess		
Learni Intend Refere Knowl	ng the mo	ng outcor rectional Gra P_V Gra P_L	earning out duate know /01 adminis /10 duate can: 01 indicate	comes s and untrative a	n <b>dersta</b> and lega	aspects  nds: I aspects	s of the l	l to busin	ess	elation to business	
Learni Intend Refere Knowl	ng the mo	outcorrectional  Gra P_V Gra P_U K_U	earning out duate know /01 adminis /10 duate can: 01 indicate	comes s and untrative a	ndersta and lega ant admi	aspects  nds: I aspects	s of the l	l to busin egal eleme	ess ents in re	elation to business	
Learni Intend Refere Knowl	ng the mo	outcorrectional  Gra P_V  Gra P_U  Gra P_U  K_U	duate know /01 adminis /10 duate can: 01 indicate 07 02 define tl	comes s and untrative a	ndersta and lega ant admi	aspects  nds: I aspects	s of the l	l to busin egal eleme	ess ents in re	elation to business	
Learni Intend Refere Knowl	ng the mo	graetional  Grae P_V  Grae P_V  Grae P_U  K_U	duate know 701 adminis 710 duate can: 01 indicate 07 02 define th	comes s and untrative a	ndersta and lega ant admi	aspects  nds: I aspects	s of the l	l to busin egal eleme	ess ents in re	elation to business	
Intend Refere Knowl	ng the mo	gra P_V Gra P_U Gra P_U K_U F_U	duate know /01 administ/ /10 duate can: 01 indicate 07 02 define the 07 duate is rea	trative a	nderstai and lega ant admi om of e	aspects nds: I aspects	s of the l	I to busing gal element and indic	ess ents in re cate its li	elation to business mitations	
Intend Refere Knowl Skills:	ng the mo	gra P_V Gra P_U K_U K_U Gra K_V	duate know /01 adminis /10 duate can: 01 indicate 07 02 define the 07 duate is rea 01 take acti	trative a	nderstai and lega ant admi om of e	aspects  nds: I aspects  nistrativ	s of the l	I to busing gal element and indic	ess ents in re cate its li	elation to business mitations	
Intend Refere Knowl Skills: Social compe	led learni ence to di ledge:	Gra P_V Gra P_U Gra P_U K_U K_U K_U K_U K_U	duate know /01 adminis /10 duate can: 01 indicate 07 02 define the 07 duate is rea 01 take acti	trative a	nderstai and lega ant admi om of e	aspects  nds: I aspects  nistrativ	s of the l	I to busing gal element and indic	ess ents in re cate its li	elation to business mitations	
Intend Refere Knowl Skills:	ng the mo	Gra P_V Gra P_U Gra P_U K_U K_U K_U K_U K_U	duate know /01 adminis /10 duate can: 01 indicate 07 02 define the 07 duate is rea 01 take acti	trative a	nderstai and lega ant admi om of e	aspects  nds: I aspects  nistrativ	s of the l	I to busing gal element and indic	ess ents in re cate its li	elation to business mitations t	
Intend Refere Knowl Skills:	led learning the model learning	Gra P_V Gra P_U Gra P_U K_U K_U K_U K_U K_U	duate know /01 adminis /10 duate can: 01 indicate 07 02 define the 07 duate is rea 01 take acti	trative a	nderstai and lega ant admi om of e	aspects  nds: I aspects  nistrativ	s of the l	I to busing gal element and indic	ess ents in re cate its li	elation to business mitations	

CLASSES	P_W01
Basic legal, economic and administrative aspects of human resources management.	P_W02
Definition of "economic activity". Definition of "entrepreneur"; Freedom of economic	P_U01
activity: a) freedom to undertake economic activity, b) freedom to conduct economic	P_U02
activity, c) freedom to terminate economic activity; Restrictions on freedom of	P_U03
economic activity: a) subjective restrictions, b) objective restrictions; Basic	P_K01
obligations of entrepreneurs; Registration of entrepreneurs: a) Central Register and	
Information on Economic Activity, b) National Court Register; registered forms of	(all subject learning
entrepreneurs, registration authorities, registration procedure, entry in the register,	outcomes are
fees; Definition of "foreign entity"; Definition of "foreign entrepreneur"; Foreign	implemented in
entities and undertaking economic activity; Branches of foreign entrepreneurs;	each course
Representative offices of foreign entrepreneurs; Concessions; Permits to conduct	content)
economic activity; Regulated economic activity; Entrepreneur control.	

Lecture: not applicable

Classes: project, discussion, presentation

# Recommended literature

## Obligatory

websites

instructor's own material

# Supplementary

Assessment forms/ways of verification						
Subject						
learning	Assessment form					
outcomes						
P_W01						
P_U01	Active participation, preparation for classes, descriptive colloquium;					
P_U02	preparation and presentation of the project					
P_K01						

Student workload	Number of hours full-time/part-time
Classes	30/18
Preparation for classes, active participation	10/10
Studying literature	5/17
Preparation and presentation of the project	10/10
Preparation for exam	
Preparation for descriptive colloquium	10/10
Preparation for passing the classes	10/10
Total student workload in hours	75
ECTS credits	3
Contact	isp@ans.edu.pl

1000	Institute:			Course name in Polish and English Course code								
Legal	l and So	cial	E-business and a-administration (E-biznes i e- BBA.MV.51a.E-BiE-A									
Scien	ices		administracja)									
			Modu	le name i	n Polish	and En	glish			-		
	of stud	•	Modu	ł V. Biznes	i admir	nistracja	wobec	wyzwań	profesjor	nalizacji	/ Business and	
	ness and		admin	istration 1	towards	the cha	llenges	of profe	ssionalisa	tion		
Adm	inistratio	on	Study	year, sen	nester							
l eve	l of stud	lv:	Year II	I, semeste	er 5							
first-		· <b>y</b> ·	Course	e status						Langua	age	
studi	•		Electiv	⁄e						English	1	
			Name	, surname	e, degre	e of the	course	instruct	or(s)			
Stud	y profile	•	Prerec	quisites								
pract	tical		Knowl	edge of E	nglish at	t B2 leve	el					
Form	s of clas	SSAS 2	nd nun	nber of ho	nirs						ECTS credits	
7 3111		Fore			.u. 5						3	
lect	class		guage	Labora	work	semi	Practio		Intern	Othe		
ure	es	clas		tory	shop	nar	classes	5	ship	r		
	30						MCS	Hosp				
							М	ital				
									1			
Course aims												
Cour	se aims											
		ne cou	ırse is t	o equip st	udents	with kno	wledge	, skills a	nd compe	tences i	n the field of e-	
The a	aim of th			o equip st ation man			owledge	, skills a	nd compe	tences i	n the field of e-	
The a	aim of the ness and	e-ad	ministra outcor	ation man	agemen	it.	owledge	, skills a	nd compe	tences i	n the field of e-	
The a	aim of the ness and	e-ad	ministra cutcon	nes /	agemen	es		, skills a	nd compe	tences i	n the field of e-	
The a	aim of the ness and	e-ad	ministra outcon ctional	nes / learning o	agemen outcome	es ndersta	nds:				n the field of e-	
The a busin	aim of the ness and nded learence to	e-ad	ministra outcon ctional	nes / learning o ate know	agemen outcome	es ndersta	nds:					
The a busin	aim of the ness and	e-ad	Gradu P_W0 use of K_W1	nes / learning of ate know 1 ondition ICT	outcome s and un	es ndersta	<b>nds:</b> g busine	ess and a	administra	ative act	ivities based on the	
The a busin	aim of the ness and nded learence to	e-ad	Gradu P_W0 use of K_W1 P_W0	nes / learning c ate know 1 ondition ICT 5 2 mechan	outcome s and un ns for co	es ndersta nductin d forms	<b>nds:</b> g busine	ess and a	administra	ative act		
The a busin	aim of the ness and nded learence to	e-ad	Gradu P_W0 use of K_W1 P_W0 based	nes / learning of ate know 1 ondition ICT 5 2 mechan on the us	outcome s and un ns for co	es ndersta nductin d forms	<b>nds:</b> g busine	ess and a	administra	ative act	ivities based on the	
The a busin	aim of the ness and nded learence to	e-ad	Gradu P_W0 use of K_W1 P_W0 based K_W1	nes / learning of ate know 1 ondition ICT 5 2 mechan on the us	outcome s and un ns for co	es ndersta nductin d forms	<b>nds:</b> g busine	ess and a	administra	ative act	ivities based on the	
The a busin	aim of the ness and nded learence to	e-ad	Gradu P_W0 use of K_W1 P_W0 based K_W1 Gradu	nes / learning c ate know 1 ondition ICT 5 2 mechan on the us 5	outcome s and un ns for co isms and e of ICT	ndersta Inductin	nds: g busine of cond	ess and a	ndministra usiness ai	ative act	ivities based on the nistrative activities	
The a busin	aim of the ness and nded learence to wledge:	e-ad	Gradu P_W0 use of K_W1 P_W0 based K_W1 Gradu	nes / learning of ate know 1 ondition ICT 5 2 mechan on the us 5 ate can:	outcome s and un ns for co isms and e of ICT	ndersta Inductin	nds: g busine of cond	ess and a	ndministra usiness ai	ative act	ivities based on the	
The a busin	aim of the ness and nded learence to wledge:	e-ad	Gradu P_W0 use of K_W1 P_W0 based K_W1 Gradu P_U01 on ICT	nes / learning of	outcome s and un ns for co isms and e of ICT	ndersta Inductin	nds: g busine of cond	ess and a	ndministra usiness ai	ative act	ivities based on the nistrative activities	
The a busin	aim of the ness and nded learence to wledge:	e-ad	Gradu P_W0 use of K_W1 P_W0 based K_W1 Gradu P_U01 on ICT P_U12	nes / learning of ate know 1 ondition ICT 5 2 mechan on the us 5 ate can:	outcome s and un ns for co isms an e of ICT	ndersta Inductin	nds: g busine of cond	ess and a	ndministra usiness ai	ative act	ivities based on the nistrative activities	
The a busin Inter Reference Know	aim of the ness and ness and rence to viedge:	e-ad	Gradu P_W0 use of K_W1 P_W0 based K_W1 Gradu P_U01 on ICT P_U12	nes / learning of	eutcome s and un ns for co isms and e of ICT strumer	nderstanductind forms	nds: g busine of cond	ess and a ucting b	usiness ar	ntive act	ivities based on the nistrative activities activities	
The a busin Inter Reference Know	aim of the ness and ness and rence to viedge:	e-ad	Gradu P_W0 use of K_W1 P_W0 based K_W1 Gradu P_U01 on ICT P_U12 Gradu P_K01	nes / learning of	agemen  s and un  is for co  isms and e of ICT  strumer  dy to: a substa	nderstanduction d forms	nds: g busine of cond	ess and a ucting b	usiness ar	ntive act	ivities based on the nistrative activities	

Program content	Subject learning
	outcomes
CLASSES:	P_W01
E-business and e-administration – definitional and classification approach.	P_W02
Internet and social media in e-business and e-administration.	P_W15
Conditions, mechanisms, forms of e-business and e-administration. Case study	P_U01
analysis. Contemporary trends in e-business and e-administration management.	P_U12
	P_K01
	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

Classes: project, group work, individual work with source materials

### **Recommended literature**

### **Obligatory**

Jelassi T., Martinez-Lopez F. J., Strategies for e-Business. Concepts and Cases on Value Creation and Digital Business Transformation. Springer 2020.

Hilson D., Managing Risk in Projects. Routledge 2025.

Hwang B-G, Ngo J., Zhu H., *Managing Projects with Smart Technologies. Developing Technological Competency for Project Managers.* Routledge 2024.

### Supplementary

Barzelay M., The new public management. Improving research and policy dialogue, Russell Sage Foundation, 2011.

Public management and governance, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009.

	· · · ·
Subject	
learning	Assessment form
outcomes	
P_W02	Individual work, group work, project, exam
P_U01	Individual work, group work, exam
P_K01	Individual work, group work, exam

Student workload	Number of hours
Classes	45
Individual work	15
Group work	10
Preparation of project	20
Preparation for exam	30
Total student workload in hours	120
ECTS credits	3
Contact	isp@ans.edu.pl

Insti	tute:		Course	Course name in Polish and English Course code								
Legal and Social			Data collection and visualisation / Zbieranie i BBA.MV.51b.ZiWD									
Scier	ices		wizualizacja danych									
			Module name in Polish and English									
	of study:	:	Modu	ł V - Bizn	es i admi	nistracja	a wobec	wyzwar	ń profesjo	nalizacji	/ Business and	
	ness and		admin	istration	towards	the cha	llenges	of profe	ssionalisa	tion		
Aam	inistratior	า	Study	year, se	mester							
Love	l of study		Year II	I, semes	ter 5							
first-	-	•	Course	e status						Langua	age	
studi	•		Electiv	'e						English	າ	
			Name	, surnan	ne, degre	e of the	course	instruct	or(s)			
Stud	y profile											
pract			Prerec	quisites								
				•	English at	t B2 leve						
					asses and			rc			ECTS credits	
		F	reign		asses and	liumbe		13		<u> </u>	3	
lect	classes		nguag	labor	works	semi		tical	Intern	Othe		
ure	Ciusses		class	atory	hop	nar	clas	ses	ship	r		
	30						MCS	Hosp				
							М	ital				
Cour	se aims											
The	aim of the	e cc	urse is	to equip	student	s with k	nowled	ge, skills	and con	npetenc	es in the field of data	
								-		•	iness sector.	
	nded leari	_										
Refe	rence to o	dire	ctional l	earning	outcome	es						
					ws and u				, .			
			<b>P_W01</b> K_W02: formal and informal conditions (organizational, social) that determine									
				the functioning of administrative, economic and legal entities (local, regional,								
				national)								
			P_W02 K_W03: at an advanced level, processes to which entities operating on the									
Knov	vledge:		public and private market (local, regional, national) are subject, as well as the causes, course, scale and consequences of these processes									
	MIOWICASC.			P_W03 K_W04: formal and informal conditions (organizational, social) that determine								
			_	_							international	
				es and p	-			, 0	•			
						ic relati	onships	betwee	n manage	ment, a	dministration and	
			_	_			-		_		n in the activities of	
			private	e entitie	s							
Skills	s:		Gradu	Graduate can:								

	P_U01 K_U04: initiate and organize cooperation with external stakeholders structure the functioning of the project team, with particular emphasis on the mechanisms of programming, monitoring and evaluating the activities of team members and own activities within various forms of specialist and interdisciplinary cooperation P_U02 K_U06: use methods and tools, including statistical and IT, as well as data acquisition and visualization techniques in order to create services and policies at local, regional and national levels					
	Graduate is ready to:					
Social	P_K01 K_K03: initiate activities and present their results					
competences:	in an accessible form for the benefit of the social environment					
competences.	P_K02 K_K05: fulfil the social (professional) role of a graduate of a practical profile					
	operating in the public and private sectors					

Program content	Subject learning outcomes
SKILLS:	P_W01
Data collection and visualization – theoretical and classification approaches. Data	P_W02
collection – methods and techniques. Data visualization – methods and	P_W03
techniques. Contemporary trends in management. Case analysis. Project	P_W04
presentation.	P_U01
	P_U02
	P_K01
	P_K02
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

Classes: project, group work, individual work with source materials

### **Recommended literature**

### **Obligatory**

Rahlf T., Data Visualisation with R. 111 Examples, Springer 2019.

Telea A. C., Data Visualization Principles and Practice, Routledge 2015.

Mahanti R., Data Governance and Data Management. Contextualizing Data Governance Drivers, Technologies, and Tools, Springer 2021.

#### Supplementary

*Public management and governance*, ed. by T. Bovaird, E. Löffler, Routledge, Taylor & Francis Group, 2009. Schneider S. K., *Flirting with disaster. Public management in crisis situations*, M.E. Sharpe, 1995.

Assessment fo	rms/ways of verification
Subject	
learning	Assessment form
outcomes	
P_W02	Individual work, group work, project, exam
P_U01	Individual work, group work, exam
P_K01	Individual work, group work, exam
Student work	oad Number of hours

Classes	45
Individual work	15
Group work	10
Preparation of project	20
Preparation for exam	30
Total student workload in hours	120
ECTS credits	3
Contact	isp@ans.edu.pl

Instit	tute:		Course name in Polish and English Course code												
Legal	l and Socia	al	Crisis managment in business and administration / BBA.MV.52a.ARwBiA												
Scien	Sciences Analiza ryzyk w biznesie i administracji														
			Module name in Polish and English												
	of study:		Moduł \	/ - Bizne	s i admi	nistracja	wobec	wyzwar	ຳ profesjo	nalizacji	/ Business and				
	ness and		adminis	tration t	owards	the cha	llenges	of profe	ssionalisa	tion					
Aam	inistratior	۱	Study y	ear, sem	nester										
Leve	l of study	.	Year III,	semeste	er 5										
first-	-		Course	status						Langua	age				
studi	•		Elective							English	١				
			Name, s	urname	e, degre	e of the	course	instruct	or(s)						
Stud	y profile														
pract	tical		Prerequ	isites											
			Knowled	dge of E	nglish at	B2 leve	el								
			Form	s of clas	ses and	numbe	r of hou	rs			ECTS credits				
lect		F	oreign	labor	aule		Duos	tical	Intern	Othe	3				
ure	classes	la	nguage	atory	work shop	semi nar		ses	ship	r					
uie			class	atory	Silop	IIai	Cias	363	Silib						
	30						MCS	Hosp							
							М	ital							
	se aims														
	aim of the sis in bus					is with	knowied	ge, skill	s and cor	npetenc	es in the field of risk				
arrary	/313 III DUS	11163	s ariu aui	ıııııstıa	tion.										
Inter	nded learr	ning	outcome	es /											
	rence to d	_			utcome	es.									
			Graduat												
			P_W01 the risks associated with running a business in the business and												
V			administration sector												
Knov	vledge:		K_W15  P_W02 conditions, mechanisms, forms and results of conducting risk analysis in the												
			_					and resi	uits of cor	iducting	risk analysis in the				
			business and administration sector  K W15												
			-												
		$\neg$		te can:			Graduate can:  P_U01 select methods and techniques for analyzing risks emerging in the business								
			Graduat		ethods a	and tech	niques	or analy	zing risks	emergi	ng in the husiness				
Skills	<b>3:</b>		Graduat	elect m			niques	for analy	zing risks	emergi	ng in the business				
Skills	s:		Graduat	elect m			nniques	or analy	zing risks	emergi	ng in the business				
			Graduat P_U01 s and adn	select m ninistrat	ion sect		nniques	for analy	zing risks	emergi	ng in the business				
Socia			P_U01 s and adn P_U12 Graduat	select m ninistrat te is rea	ion sect	ors			-		ng in the business				

K_K04	
Program content	Subject learning outcomes
CLASSES: Risk in the public and private sectors – definitional and classification approach. Risk management concepts. Risk management models. Risk analysis and its stages. Contemporary trends in risk management.	P_W01 P_W02 P_W15 P_U01 P_U12 P_K01 P_K04 (all subject learning outcomes are implemented in each course content)

Classes: project, group work, individual work with source material

### **Recommended literature**

#### Obligatory

Boin A., 't Hart P., Stern E., Sundelius B., *The Politics of Crisis Management Public Leadership under pressure*. Cambridge: Cambridge University Press.

Crandall W., Parnell J. A., Spillan J. E., Crisis management. SAGE 2013.

Hilson D., Managing Risk in Projects. Routledge 2025.

Hwang B-G, Ngo J., Zhu H., *Managing Projects with Smart TechnologiesDeveloping Technological Competency for Project Managers*. Routledge 2024.

Barzelay M., The new public management. Improving research and policy dialogue, Russell Sage Foundation, 2011.

#### Supplementary

1. Schneider S. K., Flirting with disaster. Public management in crisis situations, M.E. Sharpe, 1995.

Subject								
learning	Assessment form							
outcomes								
P_W02	Individual work, group work, project, exam							
P_U01	Individual work, group work, exam							
P_K01	Individual work, group work, exam							

Student workload	Number of hours
Classes	45
Individual work	15
Group work	10
Preparation of project	20
Preparation for exam	30
Total student workload in hours	120
ECTS credits	3
Contact	isp@ans.edu.pl

Course name in Polish and English

Institute:

Lega Scien	l and Socia	al	Crisis managment in business and administration / BBA.MV.52b.ZKwBiA Zarządzanie kryzysowe w biznesie i administracji								
50101	1003	H	Module name in Polish and English								
Busir	of study: ness and inistration		Moduł V - Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation								
		H		year, se							
Leve	l of study	:  -		I, semes	ter 5					١.	
first-	•	H		status						Langua	
studi	es	H	Electiv			f . 1				English	1
a	<b></b>	H	Name	, surnan	ne, degre	e of the	course	nstructo	or(s)		
	y profile	-	_								
pract	icai	H		uisites							
			Knowl	edge of	English at	t B2 leve	el 				
			For	ms of cla	asses and	numbe	r of hou	rs			ECTS credits
lect ure	classes	lan	eign guag class	labor atory	works hop	semi nar		tical sses	Intern ship	Othe r	3
	30						MCS M	Hosp ital			
Cour	se aims										
		e cor	ırse is	to equir	student	s with k	nowled	e. skills	and com	petence	es in the field of crisis
	agement i						`	, ,		•	
	nded learn rence to c	_			outcome	es					
			Gradu	ate kno	ws and u	ndersta	nds:				
Knov	vledge:		P_W01 mechanisms for initiating, shaping and conducting crisis management processes in business and administration K_W15 P_W02 strategic and operational dimension of crisis management in business and administration K_W15								
			Graduate can:								
Skills:  P_U01 review and select crisis management mechanisms in I administration P_U12							in busii	ness and			
			Gradu	ate is re	ady to:						
Socia com _l	al petences:		_	rs to cris					legal, fina dministra		d organizational

Course code

Program content	Subject learning
	outcomes
CLASSES:	P_W01
Crisis management – definition and classification approach.	P_W02
Crisis management concepts.	P_W15
Crisis management models.	P_U01
Crisis management stages.	P_U12
Contemporary trends in crisis management	P_K01
	P_K04
	(all subject learning
	outcomes are
	implemented in
	each course
	content)

Classes: project, group work, individual work with source material

### **Recommended literature**

### **Obligatory**

Boin A., 't Hart P., Stern E., Sundelius B., *The Politics of Crisis Management Public Leadership under Pressure*. Cambridge: Cambridge University Press.

Crandall W., Parnell J. A., Spillan J. E., Crisis management. SAGE 2013.

Hilson D., Managing Risk in Projects. Routledge 2025.

Hwang B-G, Ngo J., Zhu H., *Managing Projects with Smart TechnologiesDeveloping Technological Competency for Project Managers*. Routledge 2024.

Barzelay M., The new public management. Improving research and policy dialogue, Russell Sage Foundation, 2011.

## **Supplementary**

Schneider S. K., Flirting with disaster. Public management in crisis situations, M.E. Sharpe, 1995.

Assessment for	Assessment forms/ways of verification					
Subject						
learning	Assessment form					
outcomes						
P_W02	Individual work, group work, project, exam					
P_U01	Individual work, group work, exam					
P_K01	Individual work, group work, exam					
	,					

Student workload	Number of hours		
Classes	45		
Individual work	15		
Group work	10		
Preparation of project	20		
Preparation for exam	30		
Total student workload in hours	120		
ECTS credits 3			
Contact	isp@ans.edu.pl		

Instit	tute:		Semin	arium dy	plomow	re I				Course	e code
Legal and Social		Diploma seminar I BBA.MVI.53.SD.I									
Sciences			Module name in Polish and English								
Field of study:		v:		ł VI. Praca							
	ness and	•	Study	year, sen	nester						
Admi	inistratio	on		I, semest							
Leve	l of stud	lv.	·							200	
first-		у.	Course status Langu obligatory						Langu	ивс	
studi	es		obliga	tory						English	ı
C44.	a.f:la		Name	, surname	e, degre	e of the	course	instruct	or(s)		
pract	<b>y profile</b> tical	•									
prace	ilcui			quisites							
			Knowl	edge of E	nglish at	t B2 leve	el 				
Form	s of cla	sses a	nd nun	nber of ho	ours						ECTS credits
lect	class	fore	eign guage	labora	work	semi	Practio	al	Intern	Othe	
ure	es	clas		tory	shop	nar	classes	;	ship	r	3
						45	MCS	Hosp			
							М	ital			
	se aims:										
diplo profe	ma thes	is, in litera	accorda	ance with	the req	uiremen	its of aca	demic v	writing. D	evelopir	oplication-oriented ng the ability to study to lead discussions on
Refe	nded lea rence to ctional le	gene	eral and	or speci	fic learn	ing out	comes s	pecified	in the ed	lucation	standard and/or
				ate know							
			P_W01 substantive and formal requirements for writing a diploma thesis								
			K_W11  R_W02 the letest research achievements in the administrative and legal sphere								
Knov	vledge:		<b>P_W02</b> the latest research achievements in the administrative and legal sphere, related to the subject of the prepared diploma thesis								
Miowicage.		K W12									
		_			_			nd inform	ation, in	cluding through the	
			use of IT tools and information technologies								
			K_W1								
Skills	s:		P_U01 autho		-	_	-		_		ons/views of other the scope of the

	K_U01
	<b>P_U02</b> formulate a research topic and plan his/her own research based on established principles and guidelines obtained from his/her academic supervisor
	K_U07
	<b>P_U03</b> properly select a subject bibliography and critically analyze source information, as well as reliably cite sources
	K_U10
Social competences:	Graduate is ready to: P_K01 independently carry out tasks while respecting the principles of language culture and the principles of intellectual property protection resulting from the provisions of the law in this area
	K_K04

Program content	Subject learning outcomes
LECTURES	
-	
SEMINAR	P_W01
Research procedures, types of research methods and stages and organization of	P_W02
scientific research in administration. Characteristics of the content layout of a	P_W03
diploma thesis (professional project) of an application nature. Substantive and	P_U01
formal requirements for writing a bachelor's thesis: editorial requirements,	P_U02
principles of maintaining a scientific style, structure of the thesis, structure of the	P_U03
introduction and conclusion, defining the purpose and thesis of the thesis, principles	P_K01
of providing references to source works, the role of critical evaluation of found	(all subject learning
sources. Plagiarism and intellectual property law, principles of reliable citation of	outcomes are
sources. Paraphrasing and summarizing. Determining the scope and purpose of the	implemented in
research, choosing the right research methodology. Formulating research issues	each course
and topics of the works. Staged evaluation of successively prepared theoretical	content)
parts of the diploma thesis - analysis of fragments of the works, discussion	

Lecture:

Classes: brainstorming, discussion, analysis

## **Recommended literature**

#### **Obligatory**

Bailey S., Academic Writing for International Students of Business and Economics, Routledge, 2020 Ellison, C., McGraw-Hill's Concise Guide to Writing Research Papers. McGraw Hill Professional, 2010 Wojciechowska R., Przewodnik metodyczny pisania pracy dyplomowej, Warszawa 2010.

### Supplementary

Literature of a given branch relevant to the completed topic (professional project/applicative work)

	•
Subject	
learning	Assessment form
outcomes	
P_W01	Written works (including subsequent stages of the thesis)
P_W02	
P_W03	
P_U01	presentation, discussion

	P_U02
	P_U03
Г	P_K01

_	
Student workload	Number of hours full-time/part-time
Classes	45
Active participation in classes	10
Preparation for classes	15
Preparation for pass/fail	10
Studying literature	10
Total student workload in hours	90
ECTS credits	3
Contact	isp@ans.edu.pl

Instit	ute:		Semin	arium d	yplomow	re II				Course	e code	
Legal and Social		Diploma seminar II BBA.MVI.54.SD.II										
Scien	ices		Module name in Polish and English									
Field of study:			Moduł VI. Praca dyplomowa / Thesis									
	ness and					iowa / I	nesis					
Admi	inistratio	on	Study year, semester									
				r, 6 sem	ester					I .		
	of stud	ly:	Course	e status						Langua	age	
first-d	•		1.11							- 1: 1		
Studi	<b>E</b> 3		obliga	tory						English	າ 	
Study	y profile	,	Name,	, surnan	ne, degre	e of the	course	instruct	or(s)			
pract												
·				quisites								
			Knowl	edge of	English at	B2 leve	el					
Form	s of clas	sses a	nd num	ber of h	nours						ECTS credits	
lect	class	Fore	eign	labor	works	semi	Practio	·al	Intern	Othe		
ure	es	_	uage	atory	hop	nar	classes	-	ship	r		
		clas	s	uto. y					3p	<u> </u>	3	
						45	MCS	Hosp				
							M	ital				
Verifi prepa durin	aring the	of stud eir dip ourse	oloma tł of studi	neses/pi es durin	ojects. In g theoret	tegratio ical clas	n of kno ses and	wledge during o	and skills	acquire	for students d by the student actical skills.	
Refe	ided lea rence to tional le	gene	ral and	or spec	cific learn	ing outo	comes s	pecified	in the ed	ucation	standard and/or	
					ws and u				_			
			_	-		or a diplo	oma the	sis in te	rms of co	ntent an	d editorial, as well as	
			research methods									
			K_W11  P_W02 methods of obtaining information necessary for conducting business,									
Knowledge:			_			_			•			
			K W10		ugii tile u	SE 01 11	toois aff	u IIIIOIII	nation tec	mologie	<i>z</i> 5	
					ch and ar	ohlom s	olvina n	nothodo	in the sea	one of +h	no tonics covered by	
			_		cii aliu pr	onieiii-S	ooivirig fi	ietiious	iii tile sco	phe oi ti	ne topics covered by	
			the seminar  K_W11									
Skills				ate can:	,							
SKIIIS	•		Jiauu	ate tall	•							

	<b>P_U01</b> based on the recommendations of the academic supervisor, plan and carry out his/her own research, as well as correctly interpret, summarize and present their results, referring to the theories learned earlier
	K_U01
	<b>P_U02</b> characterize the diploma thesis using an English-language multimedia presentation, paying attention to the selected issues
	K_U09
	<b>P_U03</b> prepare a written work of a scientific nature, maintaining linguistic correctness and appropriate register, as well as self-correcting based on the supervisor's instructions and recommendations
	K_U10
Social competences:	Graduate is ready to: P_K01 deepen his/her knowledge of the problem/aspect being studied
Competences.	K_K04

K_K04	
Program content	Subject learning
	outcomes
LECTURES	
•	
SEMINAR	P_W01
Research and problem-solving methods in the scope of the topics covered by the	P_W02
seminar. Writing a research chapter, analyzing empirical data in relation to	P_W03
theories presented earlier. Describing information from primary and secondary	P_U01
sources. Improving techniques for graphic presentation of results: graphs, charts,	P_U02
diagrams, tables, drawings, etc. Current substantive and linguistic consultations,	P_U03
current verification, correction and evaluation of subsequent parts of students'	P_K01
works submitted to the supervisor. Individual presentations of the effects of	
students' work, presentation of the goals of the theses, the course of research	(all subject learning
implementation and their results. Summary discussion.	outcomes are
	implemented in
	each course
	content)

Lecture: xx

Exercises: brainstorming, discussion, analysis, presentation

### **Recommended literature**

#### Obligatory

Bailey S., Academic Writing for International Students of Business and Economics, Routledge, 2020 Ellison, C., McGraw-Hill's Concise Guide to Writing Research Papers. McGraw Hill Professional, 2010 Wojciechowska R., Przewodnik metodyczny pisania pracy dyplomowej, Warszawa 2010.

R. Zenderowski, Praca magisterska-licencjat: krótki przewodnik po metodologii pisania i obrony pracy dyplomowej, Warszawa: CeDeWu Wydanictwo Fachowe, 2015.

### Supplementary

Literature of a given branch relevant to the completed topic (professional project/applicative work)

Subject	
learning	Assessment form
outcomes	

P_W01	step-by-step evaluation of subsequent parts of the work
P_W02	
P_W03	
P_U01	multimedia presentation
P_U02	
P_U03	
P_K01	

_	
Student workload	Number of hours full-time/part-time
Classes	45
Active participation in classes	5
Preparation for classes, including multimedia presentation	25
Preparation for pass/fail	10
Studying literature	10
Total student workload in hours	95
ECTS credits	3
Contact	isp@ans.edu.pl

Workshopy metodologiczne

Methodological workshops

**Institute**: Legal and Social

Science	Sciences		Methodological workshops BBA.MVI.55.WM									
sciences			Module name in Polish									
Field of study:		:	Moduł VI. Praca dyplomowa / Thesis									
Business and Administration		า	Study y	ear, sem	nester							
Level	of study		II year, s	semeste	r 4							
Level of study: first-cycle studies		•	Course	status						Langua	age	
			obligato	ry						English	1	
-	profile		Name, s	urname	e, degre	e of the	course	instruct	or(s)			
practi	Cai											
			Prerequ									
			Knowled	dge of E	nglish at	B2 leve	el .					
Forms	of class	es a	nd numb	er of ho	urs						ECTS credits	
lectu re	class es		reign Iguage	labor atory	work shop	semi nar	.		Intern ship	Othe r	2	
		Cia				15	MCS M	Hosp ital				
Cours	e aims:								thacia in			
The co standa partic	ards, the ular acad	sub	ject-spec ic texts in	ific diplo English	oma reg	•		•			to academic texts, in	
The constants of stands particularly lintender Reference	ards, the ular acad ded leari ence to g	sub dem ning gene	ject-specic texts in	ific diplo Englishes / or specif	oma reg	ulations	, and fo	rmal cor	nventions	relating		
The constants of stands particularly lintender Reference	ards, the ular acad ded leari ence to g	sub dem ning gene	ject-spectic texts in outcome eral and/o	ific diplo English es / or specif nes	oma reg . fic learn	ing outo	comes sp	rmal cor	in the ed	relating	to academic texts, in	
The co standa partic Intend Refere direct	ards, the ular acad ded leari ence to g	sub dem ning gene	ject-specic texts in outcome ral and/o g outcome Graduat P_W01	ific diplo English or specifines te know formal r	fic learn s and un	ing outonderstar	comes sponds: a bache	pecified	in the ed	relating	to academic texts, in	
The co standa partic Intend Refere direct	ards, the ular acad ded leari ence to g ional lea	sub dem ning gene	outcome eral and/o g outcome Graduat P_W01 K_W11 P_W02	ific diplo English or specifines te know formal r	fic learn s and un	ing outonderstar	comes sponds: a bache	pecified	in the ed	relating	to academic texts, in	
The co standa partic Intend Refere direct	ards, the ular acad ded leari ence to g ional lea	sub dem ning gene	ject-specic texts in outcome ral and/o g outcome P_W01 K_W11 P_W02 K_W10	ific diplo English es / or specif nes te know formal r	fic learn s and un	ing outonderstar	comes sponds: a bache	pecified	in the ed	relating	to academic texts, in	
The co standa partic Intend Refere direct	ards, the ular acad ded leari ence to g ional lea	sub dem ning gene	outcome ral and/o g outcome P_W01 K_W11 P_W02 K_W10 Graduat	es / or specifines te know formal r	fic learn s and under the stand of the stand	ing outons ing outonderstar writing	comes sponds: a bache	pecified	in the ed	ucation sues	standard and/or	
The costanda partico Intende Refere direct	ards, the ular acad ded learience to gional lea	sub dem ning gene	outcome oral and/o g outcon Graduat P_W01 K_W11 P_W02 K_W10 Graduat P_U01 o	es / or specifices te know formal r legal pri	fic learn s and un sules for nciples a	ing outcome of the control of the co	comes sponds: a bache	pecified	in the ed	ucation sues	to academic texts, in	
The co standa partic Intend Refere direct	ards, the ular acad ded learience to gional lea	sub dem ning gene	outcome oral and/o g outcon Graduat P_W01 K_W11 P_W02 K_W10 Graduat P_U01 o	es / or specifices te know formal r legal pri	fic learn s and un sules for nciples a	ing outcome of the control of the co	comes sponds: a bache	pecified	in the ed	ucation sues	standard and/or	

Course code

BBA.MVI.55.WM

	K_U10
Social competences:	Graduate is ready to: P_K01 critically evaluate his/her knowledge of the problem/aspect being studied
	K_K04

Program content	Subject learning outcomes
LECTURES	
CLASSES Stages of preparing a bachelor's thesis. Formulating and modifying the thesis. Research and its strategies. Predraft, selection of discourse, establishing the structure of the text. Proofreading and auto-correction. Common formats of academic texts and their sources. Editing and formatting academic texts. Citing, footnotes, description of bibliographic sources - presentation of selected Style Sheets (MLA, APA, Chicago style etc.). Respect for intellectual property rights. Work on vocabulary and phraseology of describing scientific inquiries and debates. Familiarization with formal requirements specified in the specialization regulations	P_W01 P_W02 P_U01 P_U02 P_K01 (all subject learning outcomes are implemented in each course content)

Lecture: xxx

Exercises: work with text, analysis, presentation

### **Recommended literature**

#### **Obligatory**

Bailey, S. Academic Writing: A Handbook for International Students, 2nd ed. Routledge, 2006. Kierunkowy regulamin dyplomowania. ANS AS, Wałbrzych 2024.

Majchrzak J., Metodyka pisania prac magisterskich i dyplomowych, Wydawnictwo AE, Poznań 1999. Weiner J., Technika pisania i prezentowania przyrodniczych prac naukowych: przewodnik praktyczny, PWN, Warszawa 2018. McCArthy M.,O'Dell F., Academic Vocabulary in Use, Cambridge 2016

### **Supplementary**

Boć J., Jak pisać pracę magisterską? Kolonia Limited, Wrocław 2001.

Elisson C., Wriitng reserach papers, McGraw Hill, 2010.

	<u> </u>
Subject learning outcomes	Assessment form
P_W01	workshop work: correction of incorrect text and analysis of errors
P_W02	
P_U01	preparation of a text in English, according to the instructor's guidelines (essay,
P_U02	dissertation, etc.)
P_K01	

Student workload	Number of hours
	full-time/part-time
Classes	15
Active participation in classes	5
Preparation for classes	5
Studying literature	10

Total student workload in hours	30
ECTS credits	2
Contact	isp@ans.edu.pl

Institu	ıte:	Przygoto	Przygotowanie pracy dyplomowej i egzamin Course code								
Legal and Social Sciences Field of study:		Preparati	Preparation of the diploma thesis and exam  BBA.MVI.56.PPDiE								
		Module r	Module name in Polish								
		Moduł VI	Moduł VI. Praca dyplomowa / Thesis and English								
	ess and	Ct. d									
Admin	nistration		Study year, semester Year III, semester 6								
Level	of study:	rear III, S	emester c	)							
first-cy	-	Course st							Langua		
studie	!S	obligator	У						English	1	
cı d	<b>(</b> *1 .	Name, su	ırname, d	egree o	f the co	ourse ins	tructor(	(s)			
praction	profile										
practi	Cai	Prerequis									
			-				_			nber of ECTS points. It	
		the initia		•		-	-		will help	the student prepare	
Forms	of classes	s and numbe			CONCE	pts or tir	e dipion	ia tilesis		ECTS credits	
1 011113	or diasses					Ι			Sam	LC13 CICCIICS	
									odzie		
lectu		Foreign		work	sem	Praction	al	Intern	Ina	10	
re	classes	language	labora tory	shop			classes ship		prac		
		class							a stud		
									enta		
						MCS	Hosp		300		
						М	ital				
	<b>e aims:</b> ring the st	udent for inc	lependen	t researd	ch work	(					
Intend	ded learni	ng outcomes	s /								
		_		earning	outcor	nes spec	cified in	the educ	ation sta	andard and/or	
direct	ional learı	ning outcom	es								
		Student:	Student:								
Knowl	ledge:			_	all the a	assumed	l learnin	g outcom	es for a	given field (according	
		to the co		5).							
		K_W01 -	K_W14								
Skills:		Student:	as skills in	all the i	intendo	nd field-c	necific I	earning o	utcome	•	
		L OOT	us skilis III	an the	intende	.u neiu-s	PECITIC I	carrillig 0	accomes	·	

	K_U01 - K_U16
Social	Graduate is ready to: P_K01 prepare independent research work and respect the importance of knowledge
competences:	K_K01 - K_K08

Program content	Subject learning outcomes
The content results from the topic of the diploma thesis chosen by the student and concerns subsequent stages of its creation.	P_W01 P_U01 P_K01 (all subject learning outcomes are implemented in each course content)

Student's own work based on individual learning strategies

## **Recommended literature**

## **Obligatory**

Literature appropriate to the research problem being realized as stated by the student. Obligatory literature, appropriate for all basic and major subjects, knowledge of which is required for the diploma exam (according to the course cards).

### **Supplementary**

Literature indicated by the supervisor. Literature indicated as supplementary in the cards of basic and major subjects.

Subject	
learning	Assessment form
outcomes	
P_W01	
P_W02	
P_W03	preparation of a thesis
P_U01	
P_U02	diploma exam (oral form)
P_U03	
P_K01	

Student workload	Number of hours full-time/part-time
Classes	-
Active participation in classes	-
Studying literature and internet sources	80
Preparation of diploma thesis	100
Preparing for diploma exam	100
Collecting data in the enterprise	20
Total student workload in hours	300
ECTS credits	10
Contact	isp@ans.edu.pl

	tute:		Internship I Course code									
_	l and Soci	al	Student	Student Internship 1							BBA.MVII.57.PZ.I	
Scier	nces		Module name in Polish									
Field of study: Moduł VII. Praktyka												
	ness and		Study v	ear. sem	ester							
Administration  Study year, semester  Year I, semester 2												
l eve	l of study	.	Course	ctatus						Langua	190	
	cycle		Obligato							English		
studi	ies				doayoo	of the			- w/a\			
C4d.			Name, s	surname	, aegree	or the	course i	nstructo	or(s)			
pract	<b>y profile</b> tical		Prerequ	isites								
p. ac.				dge of Er	nglish at	B2 leve	<u> </u>					
Form	ns of class	es a	nd numb	er of ho	urs						ECTS credits	
lect ure	classes		reign Iguage ss	labor atory	work shop	semi nar	Practical classes		Intern ship	Othe r	5	
							MCS	Hosp	150			
							М	ital				
Shap mana know comr Inter Refe	agement, vledge and municatio nded learn rence to g	resp d ski n an ning gene	onsibility lls in usir d work o outcome ral and/o	y for assing Englishorganizates / or specif	gned tas n in the i ion in a	sks, time implem selected	s such as eliness o entation I institut	teamw f perfor of prac	ming spec tical proje ne admini	cific task ects in th strative	of own work, time s. Using lexical le field of language sector. standard and/or	
Shap mana know comr Inter Refe	ing langua agement, vledge and munication aded learn	resp d ski n an ning gene	onsibility Ils in usin d work o outcome ral and/o	y for assing Englishorganizates / or specif	gned tas n in the ion in a s ic learni	sks, time impleme selected ng outc	s such as eliness o entation I institut omes sp	teamw f perfor of prac	ming spec tical proje ne admini	cific task ects in th strative	s. Using lexical e field of language sector.	

	<b>P_W03</b> techniques and selected strategies for working with texts translation, editing and interpretation of formal documents, appr	_							
	institution in which the practice is carried out  K_W09								
	<b>Graduate can: P_U01</b> communicate consistently on professional issues (using vachannels) with superiors, colleagues, and non-specialist audience English)								
	K_U09, K_U11								
Skills:	<b>P_U02</b> assess the usefulness of various methods, procedures, an carrying out tasks and solving communication problems in a comp	• .							
	K_U10								
	<b>P_U03</b> effectively plan, organize and undertake communication a group	activities, alone or in							
	K_U07								
Social	Graduate is ready to: P_K01 participate in communication situations while taking into relationships in the professional environment	account appropriate							
competences:	K_K05								
Program content	N_NO3	Subject learning outcomes							
LECTURE -									
INTERNSHIP									
the internship is conganizational unicontrol over the internship is control over the activate contact, internship is contact, internship	nizational and legal structure of the company/institution where arried out. Getting to know the scope of activities of individual its and the principles of division of competences and forms of implementation of tasks. Performing simple communication tasks to the organization of the department, assigned by the employer reations, writing e-mails, participating in planning the work of the Participating in the daily rhythm of the company's work, vity of individual employees with whom the student has/may reactions on the superior-subordinate and co-worker-co-worker expersonal communication processes in the company, their suptions. Observing the activities undertaken by the internship insulting with him, obtaining information and instructions form assigned tasks. Organization of own and team work; team and social roles. Carrying out tasks in which knowledge of each, such as making phone calls, obtaining information from the tand other media, writing letters, forms, offers in English. Office in company meetings. The content program is an integral part the workplace where the student is doing the internship. The processional internships and at the time the student is sent for the internship.	P_W01 P_W02 P_W03 P_U01 P_U02 P_U03 P_K01  (all subject learning outcomes are implemented in each course content)							
Didactic methods									
Lecture: -									
	tion, work with text, situational method, discussion, guided exercis	ses							
Recommended lit	erature								

# Obligatory

Literature appropriate to the type and specificity of the institution where the Internship is carried out

# Supplementary

Assessment forms/ways of verification						
Subject						
learning	Assessment form					
outcomes						
P_W01	- submitting the required internship documentation: a contract, a completed internship					
P_W02	diary in accordance with the assumed goals and effects of the internship, a report with a					
P_W03	certificate of the completed internship, a survey for the employer and obtaining a positive					
P_U01	assessment by the company internship supervisor					
P_U02	- crediting the internship by the university supervisor in oral form and on the basis of the					
P_U03	prepared paper and media documentation, a report, mini-tasks, etc. (depending on the					
P_K01	specifics of the professional environment in which the student is doing the internship					

1_102	
Student workload	Number of hours full-time/part-time
Classes	150
Active participation in classes	
Preparation for classes	
Preparation for pass/fail	
Studying literature	
Total student workload in hours	150
ECTS credits	5
Contact	isp@ans.edu.pl

Student Internship	Instit			Internship II Course							code	
Module name in Polish	_		- Control of the cont							BBA.MVII.58.PZ.II		
Business and Administration    Study year, semester   Year II, semester 4												
Study year, semester Year II, semester 4    Course status			-	Modu	ł VII. Pra	ktyka						
Year II, semester 4  Level of study: first-cycle studies	Ctdan assesses											
first-cycle studies  Study profile practical  Name, surname, degree of the course instructor(s)  Prerequisites  Knowledge of English at B2 level  Forms of classes and number of hours    Calass   Foreign   language course   labor atory   language course   language   language course   language   language course   language   langua	Administration											
Study profile practical    Name, surname, degree of the course instructor(s)   Prerequisites   Knowledge of English at B2 level	Level	of stud	ly:	Cours	e status						Langua	age
Study profile practical    Name, surname, degree of the course instructor(s)	first-	cycle										
Prerequisites  Knowledge of English at B2 level  Forms of classes and number of hours  lect class   Foreign language course   labor atory   hop   nar   classes   labor ital   lintern ship   r    Course aims  Preparation for professional work by developing the ability to work independently and in a group, decision-making skills and further gaining professional experience, here learning the specifics of work in various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.  Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Mrowledge:   Graduate knows and understands: P_W01 legal conditions of activity/institution  Knowledge:   Foreign   labor   lintern othe semily of the processes and structures   P_W02 theories and conditions of administrative and legal processes and structures	studi	es		obliga	tory						English	1
Prerequisites  Knowledge of English at B2 level  Forms of classes and number of hours  lect ure class   Foreign language course   labor atory   hop   nar   classes   lintern ship   r    Course aims  Preparation for professional work by developing the ability to work independently and in a group, decision-making skills and further gaining professional experience, here learning the specifics of work in various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.  Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Knowledge:   Graduate knows and understands:	Study	y profile	•	Name	, surnan	ne, degre	e of the	course	instruct	or(s)		
Forms of classes and number of hours    Class   Foreign   Ianguage   Ianguage	pract	ical										
Forms of classes and number of hours    lect ure   class   Foreign language course   labor atory   hop   nar   classes   labor language course   labor atory   hop   nar   labor language   labor atory   hop   nar   labor classes   lintern ship   r				Prere	quisites							
Course aims   Preparation for professional work by developing the ability to work independently and in a group, decision-making skills and further gaining professional experience, here learning the specifics of work in various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.    Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes   Foreign labor hop in a long language in a long in a group, decision-making skills and further gaining professional experience, here learning the specifics of work in various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.    Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes    Full				Knowl	ledge of	English a	t B2 leve	el				
Course aims   Preparation for professional work by developing the ability to work independently and in a group, decision-making skills and further gaining professional experience, here learning the specifics of work in various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.    Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes	Form	s of cla	sses a	nd nun	nber of I	nours						ECTS credits
ure class language course atory hop nar classes ship r    MCS   Hosp   M   ital   MCS   Hosp   M   ital   MCS   M   ital   MCS   M   M   MCS   M   MCS   M   MCS   M   MCS   M   MCS   MCS				_	lahor	works	semi	practio	al	Intern	othe	
Course aims  Preparation for professional work by developing the ability to work independently and in a group, decision-making skills and further gaining professional experience, here learning the specifics of work in various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.  Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Graduate knows and understands:  P_W01 legal conditions of activity/institution  K_W02, K_W04  P_W02 theories and conditions of administrative and legal processes and structures	ure		21200		1	' '	l ·					
Course aims  Preparation for professional work by developing the ability to work independently and in a group, decision-making skills and further gaining professional experience, here learning the specifics of work in various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.  Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Graduate knows and understands:  P_W01 legal conditions of activity/institution  K_W02, K_W04  P_W02 theories and conditions of administrative and legal processes and structures		class	_	_	atory	hop	nar	ciasses	•	Silib	<b>'</b>	12
Preparation for professional work by developing the ability to work independently and in a group, decision-making skills and further gaining professional experience, here learning the specifics of work in various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.  Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Graduate knows and understands: P_W01 legal conditions of activity/institution  K_W02, K_W04  P_W02 theories and conditions of administrative and legal processes and structures		class	_	_	atory	hop	nar			·	'	12
Preparation for professional work by developing the ability to work independently and in a group, decision-making skills and further gaining professional experience, here learning the specifics of work in various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.  Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Graduate knows and understands: P_W01 legal conditions of activity/institution  K_W02, K_W04  P_W02 theories and conditions of administrative and legal processes and structures		class	_	_	atory	hop	nar	MCS	Hosp	·	'	12
decision-making skills and further gaining professional experience, here learning the specifics of work in various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.  Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Graduate knows and understands: P_W01 legal conditions of activity/institution  K_W02, K_W04 P_W02 theories and conditions of administrative and legal processes and structures		class	_	_	atory	hop	nar	MCS	Hosp	·	<u> </u>	12
various positions in institutions of the administrative and legal sector and using language skills necessary in professional work.  Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Graduate knows and understands: P_W01 legal conditions of activity/institution  K_W02, K_W04  P_W02 theories and conditions of administrative and legal processes and structures	ure		_	_	atory	hop	nar	MCS	Hosp	·	'	12
Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Graduate knows and understands: P_W01 legal conditions of activity/institution  K_W02, K_W04  P_W02 theories and conditions of administrative and legal processes and structures	Cour Prepare	se aims	cou	ofessio	nal work	by devel	oping th	MCS M	Hosp ital	360 k indepen	dently a	nd in a group,
Intended learning outcomes / Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Graduate knows and understands: P_W01 legal conditions of activity/institution  K_W02, K_W04  P_W02 theories and conditions of administrative and legal processes and structures	Course Prepared decis	se aims aration	for pr	ofession kills and	nal work	by devel	oping th	MCS M	Hosp ital to work	360 k indepen here lear	dently a	nd in a group,
Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes  Graduate knows and understands: P_W01 legal conditions of activity/institution  K_W02, K_W04 P_W02 theories and conditions of administrative and legal processes and structures	Course Prepared decision vario	se aims aration ion-mal us posit	for pr	ofession kills and n institu	nal work	by devel	oping th	MCS M	Hosp ital to work	360 k indepen here lear	dently a	nd in a group,
Graduate knows and understands:   P_W01   legal conditions of activity/institution	Course Prepa deciss vario in pro	se aims aration ion-mal us posit ofession	for pr	ofession kills and n institu	nal work I further utions of	by devel	oping th	MCS M	Hosp ital to work	360 k indepen here lear	dently a	nd in a group,
Knowledge:  Graduate knows and understands: P_W01 legal conditions of activity/institution  K_W02, K_W04  P_W02 theories and conditions of administrative and legal processes and structures	Cour. Prepa decis vario in pro	se aims aration ion-mal us posit ofession	for priking sicions in all wo	ofession kills and n institu rk.	nal work d further utions of	by devel gaining p	oping theorofession	MCS M ne ability onal exp ve and le	Hosp ital to work erience,	360 k indepen here lear tor and us	dently a ning the	nd in a group, e specifics of work in uage skills necessary
Knowledge:  P_W01 legal conditions of activity/institution  K_W02, K_W04  P_W02 theories and conditions of administrative and legal processes and structures	Course Preparedecis varion in pro-	se aims aration ion-mal us posit ofession nded lea rence to	for priking stions in all wo	ofession kills and n institu rk. outcor	nal work d further utions of mes / l/or spec	by devel gaining p	oping theorofession	MCS M ne ability onal exp ve and le	Hosp ital to work erience,	360 k indepen here lear tor and us	dently a ning the	nd in a group, e specifics of work in uage skills necessary
Knowledge: K_W02, K_W04 P_W02 theories and conditions of administrative and legal processes and structures	Course Preparedecis varion in pro-	se aims aration ion-mal us posit ofession nded lea rence to	for priking stions in all wo	ofession kills and n institu rk. outcor eral and ng outco	nal work I further utions of mes / I/or spec	by devel gaining p the adm	oping theorofessic inistration	MCS M ne ability onal exp ve and le	Hosp ital to work erience,	360 k indepen here lear tor and us	dently a ning the	nd in a group, e specifics of work in uage skills necessary
P_W02 theories and conditions of administrative and legal processes and structures	Course Preparedecis varion in pro-	se aims aration ion-mal us posit ofession nded lea rence to	for priking stions in all wo	ofession kills and n institu rk. outcor eral and ng outco	nal work d further utions of mes / l/or spec	t by devel gaining p the adm cific learn	oping the profession inistrative sing outcome	MCS M ne ability onal exp ve and le	Hosp ital to work erience, egal sect	360 k indepen here lear tor and us	dently a ning the	nd in a group, e specifics of work in uage skills necessary
	Cour. Prepa decis vario in pro Inten Refer direc	se aims aration ion-mal us posit ofession aded lea rence to	for priking stions in all wo	ofession kills and n institu rk. outcor eral and ng outco Gradu P_W0	nal work d further utions of mes / l/or spec omes late kno	by devel gaining p the adm cific learn ws and u onditions	oping the profession inistrative sing outcome	MCS M ne ability onal exp ve and le	Hosp ital to work erience, egal sect	360 k indepen here lear tor and us	dently a ning the	nd in a group, e specifics of work in uage skills necessary
	Cour. Prepa decis vario in pro Inten Refer direc	se aims aration ion-mal us posit ofession aded lea rence to	for priking stions in all wo	ofession kills and n institu rk. outcor eral and ng outco Gradu P_W0 K_W0	nal work d further utions of  mes / l/or spec omes late kno 1 legal of 2, K_WO	t by devel gaining p f the adm cific learn ws and u onditions	oping the profession inistrative inig outcome of active in the profession in the pro	MCS M ne ability onal exp ve and le comes s rity/insti	Hosp ital  to work erience, egal sect  pecified  tution	360  k indepen here lear tor and us	dently a ning the ing lang ucation	nd in a group, e specifics of work in uage skills necessary standard and/or

	K_W08								
	P_W03 specialist terminology appropriate for the administrative and legal sector units in Polish and English								
	K_W09								
	Graduate can:								
	P_U01 correctly interpret and independently prepare in English t	ypical documents							
	used in legal and administrative institutions								
	K_U09, K_U11, K_U12								
P_U02 efficiently use available information resources and independently access									
SKIIIS:	various sources using new technologies  K_U10, K_U06								
	P_U03 carry out practical projects in the scope of professional a	ctivity, planning your							
	own and professional work and correlating it with the work of yo	ur colleagues							
	K_U07, K_U05								
	Graduate is ready to:								
Social	P_K01 cooperate and work in a group, also in an intercultural te	am, while respecting							
competences:	the regulations regarding the protection of intellectual property								
	K_K02, K_K05, K_K08								
Program content		Subject learning outcomes							
LECTURES -									
INTERNSHIP		P_W01							
1.Familiarization	with the organizational and legal structure of the	P W02							
company/instituti	on where the internship is carried out. 2. Familiarization with the	P_W03							
	ner service standards. 3. Familiarization with the circulation of	P_U01							
documents and	basic decision-making procedures. 4. Performing basic	P_U02							
	tivities and office work at specific work stations, using IT	P_U03							
_	reparing document projects in Polish and English (e.g. responses	P_K01							
	under the supervision of the company supervisor. 6. Creating data	(all subject learning							
	and reports for the use of the institution and translating them.	outcomes are							
	ram is an integral part of the specificity of the workplace where	implemented in							
	ng the internship. The workplace therefore establishes a detailed	each course							
the student to the	ssional internships and the scope of tasks at the time of sending	content)							
the student to the	: internstrip.								
Didactic methods									
Lecture: -									
	ition, work with text, situational method, discussion, guided exerci	ses							
Recommended lit	erature								
Obligatory									
	riate to the type and specificity of the institution where the Interns	snip is carried out							
Supplementary -									
Assessment forms	s/ways of verification								
	•								

Subject						
learning	Assessment form					
outcomes						
P_W01	-submitting the required internship documentation: a contract, a com	pleted internship				
P_W02	diary in accordance with the assumed goals and effects of the internsl	nip, a report with a				
P_W03	certificate of the completed internship, a survey for the employer and	obtaining a positive				
P_U01	assessment by the company internship supervisor,					
P_U02	- passing the internship by the university supervisor in oral form and o					
P_U03	prepared paper and media documentation, a report, mini-tasks, etc. (depending on the					
P_K01	specifics of the professional environment in which the student is doing the internship).					
Student wor	kload	Number of hours				
		full-time/part-time				
Classes	360					
Active participation in classes						
Preparation for classes						
Preparation	for pass/fail					
Studying lite	rature					
Total studen	t workload in hours	360				
<b>ECTS</b> credits		12				
Contact		isp@ans.edu.pl				

Internship III

Institute:

		. 1	<u>.</u>	·									
Legal and Social Sciences		al	Student Internship III BBA.MVII.59.PZ.III										
			Module name in Polish										
Field o	of study:		Moduł VII. Praktyka										
Busine	ess and		Study year, semester										
Admin	istration	۱	Year III, ser	nester 6									
	of study	:	Course stat	tus						Langua	age		
first-cy studie:	•		Obligatory							English	1		
studies	5		Name, surr	name, deg	ree of t	he cour	se instru	ıctor(s)					
Study	profile												
practio	cal		Prerequisit										
			Knowledge	of English	າ at B2 le	evel							
Forms	of class	es a	nd number	of hours							ECTS credits		
lectu re	class	lan	reign nguage urse	laborat ory	work shop	semi nar	praction classes		Intern ship	othe r	15		
							MCS M	Hosp ital	450				
Prepar making	Course aims  Preparation for professional work by developing the ability to work independently and in a team, decision-making skills and further gaining professional experience, here the practical use of language skills needed to function in an English-speaking professional environment												
Refere	ence to g	ene	outcomes / eral and/or s ng outcomes	specific lea	arning o	utcome	s specifi	ed in th	e educati	on stand	dard and/or		
Knowl	Graduate knows and understands:  P_W01 technologies and IT tools necessary to carry out the tasks of the administrative and legal sector												

**Course code** 

	K 1M10									
	K_W10	to and publicate anatous								
	P_W02 theories and conditions of management processes in the public and private sectors K_W12									
	Graduate can:									
	<b>P_U01</b> conduct discussions and negotiations, implement projects relative	ted to the								
	administrative, legal and business spheres	ica to the								
	K_U03, K_U07									
	P_U02 select various methods and procedures for the analysis and im	nlementation of tasks								
Skills:	and solving problems in institutions of the legal, administrative and bu									
	K_U02, K_U03, K_U08									
	P_U03 manage his/her time, make commitments and meet deadlines	, demonstrating								
	,									
	K_U05, K_U15									
	Graduate is ready to:									
Social	P_K01 acting in an entrepreneurial manner, demonstrating creativity	in business								
competences:	communication situations									
	K_K01, K_K05, K_K08									
Program conte	ent	Subject learning								
LECTURE		outcomes								
Not applicable		-								
INTERNSHIP										
	on with the organizational and legal structure of the company/institution	P W01								
	ernship is carried out. 2. Familiarization with the applicable customer	P W02								
	rds in English. 3. Familiarization with the circulation of documents and	P_U01								
basic decision-	making procedures. 4. Carrying out tasks in HR, PR, TSL, retail banking,	P_U02								
-	accounting in direct contact with a foreign contractor. 5. Interpreting or	P_U03								
_	siness documents under the supervision of a company supervisor 6.	P_K01								
_	, analyzing it, reporting, creating letters, presentations and summaries in									
_	lish. 7. Conducting correspondence in Polish and English. 8. Participating	(all subject learning								
_	d business negotiations. The content program is an integral part of the	outcomes are								
•	e workplace where the student is doing the internship. The workplace blishes a detailed program of professional internships and the scope of	implemented in each course								
	ne of sending the student to the internship.	content)								
tasks at the thi	te of sending the student to the internship.	Content								
Didactic metho	ods									
Lecture: -										
Exercises: obse	ervation, work with text, situational method, discussion, guided exercises									
Recommended	literature									
Obligatory										
	opriate to the type and specificity of the institution where the Internship is 	s carried out								
Supplementar	y									
Assessment fo	rms/ways of verification									
Subject	_ · ·									
learning	Assessment form									
outcomes										

P_W01	- submitting the required internship documentation: a contract, a completed internship diary in
P_W02	accordance with the assumed goals and effects of the internship, a report with a certificate of
P_W03	the completed internship, a survey for the employer and obtaining a positive assessment by the
P_U01	company internship supervisor
P_U02	- passing the internship by the university supervisor in oral form and on the basis of the prepared
P_U03	paper and media documentation, a report, mini-tasks, etc. (depending on the specifics of the
P K01	professional environment in which the student is doing the internship

Student workload	Number of hours full-time/part-time
Classes	450
Active participation in classes	
Preparation for classes	
Preparation for pass/fail	
Studying literature	
Total student workload in hours	450
ECTS credits	15
Contact	isp@ans.edu.pl