ECTS CATALOGUE

**Business and Administration
first-cycle studies
practical profile**

COURSE CARD

Institute: Legal and Social Sciences	Foreign language I Język niemiecki I		Course code	
	German Language I		BBA.MI.1a.GL.I.	
	Module name in Polish			
Field of study: Business and Administration	Moduł I. Przedmioty ogólnouczelniane			
	Study year, semester			
	year I, semester 1			
	Course status		**Language**	
	elective		Polish/German	
	Name, surname, degree of the course instructor(s)			
Level of study: first-cycle studies				
	Prerequisites			
	Xxx			
Study profile practical				

Types of classes and number of hours										ECTS credits
lecture	class	foreign language course	laboratory	workshop	seminar	practical classes		Internship	other	3
		30/15				MCSM	Hospital			

Course aims

Gradual development of language competences in German which relate to grammatical and lexical forms, efficient communication and openness to the challenges of the contemporary labour market.

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:** **P_W01** basic grammatical and lexical structures to a degree that allows him/her to understand simple reading and listening texts.
	P_W15
Skills:	**Graduate can:** **P_U01** correctly use basic grammatical and lexical forms appropriate to specific everyday situations.
	K_U11
	P_U02 construct short statements on given topics within the required/covered subject area.
	K_U11
	P_U03 prepare oral statements on a given topic
	K_U11

Social competences:	Graduate is ready to: **P_K01** pay attention to the linguistic correctness of his/her statements K_K02

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

Didactic methods
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 outcomes	Assessment form
P_W01	Not applicable
P_U01 P_U02 P_U03 P_K01	Exercises – tests: P_W01, P_U01, P_U02, P_U03, P_K01; oral answers: P_W01, P_U01, P_U02, P_U03, P_K01; listening: P_W01, P_U01, P_U02, P_U03 Grading based on partial grades obtained during the semester for written work, oral answers, 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

COURSE CARD

Institute: Legal and Social Sciences	Foreign language I Język francuski I		Course code	
	French Language		BBA.MI.1b.FL.I.	
Field of study: Business and Administration	**Module name in Polish**			
	Moduł I. Przedmioty ogólnouczelniane			
	Study year, semester			
	Year I, semester 1			
Level of study: first-cycle studies	**Course status**		**Language**	
	elective		Polish/French	
	Name, surname, degree of the course instructor(s)			
Study profile practical				
	Prerequistites			
	xxx			

Types of classes and number of hours										ECTS credits
lect ure	class	Foreign language course	labor atory	works hop	semin ar	practical classes		Intern ship	othe r	3
		30/ 15				MC SM	Hosp ital			

Course aims

Developing the four basic language skills (speaking, reading, writing and listening) at the A2 language proficiency level.

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:** **P_W01** basic grammatical and lexical structures to a degree that allows him or her to understand simple reading and listening texts.
	P_W15
Skills:	**Graduate can:** **P_U01** correctly use basic grammatical and lexical forms appropriate to specific everyday situations.
	K_U11
	P_U02 construct short statements on given topics within the required/covered subject area.
	K_U11
	P_U03 prepare oral statements on a given topic.
	K_U11
Social competences:	**Graduate is ready to:** **P_K01** respect other cultures and take care to preserve his own and his co-workers' cultural heritage
	K_K02

Program content	Subject learning outcomes

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

Didactic methods

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 outcomes	Assessment form
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

COURSE CARD

Institute: Legal and Social Sciences	Foreign language II Język francuski 2 (A1/ A2)		Course code	
	French Language II		BBA.MI.2b.GL.II.	
Field of study: Business and Administration	**Module name in Polish**			
	Moduł I. Przedmioty ogólnouczelniane			
	Study year, semester			
	I year, semester 2			
Level of study: first-cycle studies	**Course status**		**Language**	
	Elective		Polish/French	
	Name, surname, degree of the course instructor(s)			
Study profile practical	**Prerequisites**			
	xxx			

Form of classes and number of hours										ECTS credits
lecture	**class**	**Foreign language course**	**laboratory**	**workshop**	**seminar**	**practical classes**		**Internship**	**other**	**3**
		30/15				MCSM	Hospital			

Course aims

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, the 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 directional learning outcomes

Knowledge:	**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.
	P_W15
	P_W02 vocabulary and expressions that allow him/her to present his/her own opinion on various topics.
	P_W15
Skills:	**Graduate can:** **P_U01** use basic grammatical and lexical forms appropriate to specific everyday situations.
	K_U11
	P_U02 construct short statements on given topics within the required/covered topics
	K_U11
	P_U03 prepare oral and written statements on a given topic
	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 French sentence structure, masculine and feminine adjectives, c'est+nom, c'est+pronom construction. Asking about another person, group I verbs, nationalities and countries, rhythm of a French sentence. Description of a person, preferences, sports, colours, structure of an interrogative sentence, the definite article and its forms. Family, neighbours, place of residence, il y a construction, 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 à and de, contracted article, futur proche (aller+infinitif) and passé récent (venir de+infinitif). Signing up for classes, class schedule, e-mail, the Internet, days of the week, months, seasons, dates and times, text messages, the school and academic year, the indefinite article, the French numeral, asking questions, verbs from group 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.	P_W01 P_W02 P_U01 P_U02 P_U03 P_K01 (all subject learning outcomes are implemented in each course content)

Didactic methods
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

COURSE CARD

Institute: Legal and Social Sciences	Foreign language III Język niemiecki III		Course code
	German Language III		BBA.MI.3a.GL.III.
Field of study: Business and Administration	**Module name in Polish**		
	Moduł I. Przedmioty ogólnouczelniane		
	Study year, semester		
	Year II, semester 3		
	Course status		**Language**
Level of study: first-cycle studies	Elective		Polish/German
	Name, surname, degree of the course instructor(s)		
	Prerequistites		
	The student has knowledge of German grammar and is able to communicate in German at a basic level.		
Study profile practical			

Form 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	3
		30/15				MCS M	Hosp ital			

Course aims
Further expansion of linguistic competences in the field of German, which relate to all linguistic skills, as well as systematic repetition and consolidation of learned lexical and grammatical forms.

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** **P_W01** grammatical and lexical structures to a degree that allows him/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
Skills:	**Graduate can:** **P_U01** discuss topics related to his or her immediate and distant environment.
	K_U11
	P_U02 use correctly grammatical and lexical structures appropriate to a specific communication situation.
	K_U11

	P_U03 construct complex argumentative statements on given topics within the required/covered topics.	
	K_U11	
Social competemces:	**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	

Program content	Subject learning outcomes
LECTURES	Not applicable
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.	P_W01 P_W02 P_U01 P_U02 P_U03 P_K01 (all subject learning outcomes are implemented in each course content)

Didactis methods
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 outcomes	Assessment form
P_W01 P_W02	Not applicable
P_U01 P_U02 P_U03 P_K01	Exercises – tests, oral presentation, listening Assessment based on partial grades obtained during the semester from written assignments, 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

COURSE CARD

Institute: Legal and Social Sciences	Foreign language III Język francuski III		Course code	
	French Language III		BBA.MI.3b.GL.III.	
Field of study: Business and Administration	Module name in Polish			
	Moduł I. Przedmioty ogólnouczelniane			
	Study year, semester			
	Year II, semester 3			
Level of study: first-cycle studies	Course status		Language	
	Elective		Polish/French	
	Name, surname, degree of the course instructor(s)			
Study profile practical				
	Prerequisite			
	xxx			

Forms of classes and number of hours										ECTS credits
lecture	class	Foreign language course	laboratory	workshop	seminar	practical classes		Internship	other	3
		30/15				MCSM	Hospital			

Course aim

Expanding language competences in the field of French which refer to grammatical and lexical forms, efficient communication and openness to the challenges of the contemporary job market. After semester 3, the student is able to arrange a meeting, construct requests for help, make a choice and convince the interlocutor to make it, make a reservation, is able to express assumptions, make a short presentation, write a cover letter and a note with instructions.

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: P_W01 grammatical and lexical structures to a degree that allows him/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
Skills:	Graduate can: P_U01 discuss topics related to his or her immediate and distant environment.
	K_U11
	P_U02 use correctly grammatical and lexical structures appropriate to a specific communication situation.
	K_U11
	P_U03 construct complex argumentative statements on given topics within the required/covered topics.
	K_U11

Social competences:	**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

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

Subject learning outcomes	Assessment form
P_W01 P_W02	Not applicaple
P_U01 P_U02 P_U03 P_K01	Assessment of exercises based on: tests, oral statements and listening. 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

Institute: Legal and Social Sciences	Foreign langugae IV Język niemiecki IV								Course code	
	German Language IV								BBA.MI.4a.GL.IV.	
Field of study: Business and Administration	**Module name in Polish**									
	Moduł I. Przedmioty ogólnouczelniane									
	Study year, semester									
	Year II, semester 4									
Level of study: first-cycle studies	**Course status**							**Language**		
	Elective							German/Polish		
	Name, surname, degree of the course instructor(s)									
Study profile practical	**Prerequisites**									
	The student has knowledge of German grammar and vocabulary sufficient to communicate in German at B1 level and is aware of the importance of using foreign languages in the modern world.									

Forms of classes and number of hours										ECTS credits
lect ure	class	Foreign language course	labor atory	works hop	semi nar	practical classes		Intern ship	othe r	3
		30/15				MCS M	Hosp ital			

Course aim

Developing the ability to speak fluently in German and systematically repeating and consolidating the lexical and grammatical forms learned, as well as expanding knowledge about the use of various communication strategies.

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:** **P_W01** grammatical- lexical structures, including advanced
	P_W15
	P_W02 vocabulary and expressions related to the topics covered (including selected industry-specific vocabulary)
	P_W15
Skills:	**Graduate can:** **P_U01** discuss topics related to his or her immediate and distant environment.
	K_U11
	P_U02 use correctly a variety of grammatical and lexical forms appropriate to specific situations (everyday life, work, home, surroundings, etc.)
	K_U11
	P_U03 construct statements on given topics within the required/covered topics
	K_U11
	Graduate is ready to:

Social competeces:	P_K01 improve his/her skills, including further language training
	K_K02

Program content	Subject learning outcomes
LECTURES	Not applicable
CLASSES Natural environment - contemporary problems and threats. Traveling, visiting other countries and learning about new cultures. Politics, political parties in Germany, the electoral system. German reunification and life in Germany after reunification. Senior citizens - their place in society. Literature - reading books, favorite books. 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.	P_W01 P_W02 P_U01 P_U02 P_U03 P_K01 (all subject learning outcomes are implemented in each course content)

Didactic methods
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 outcomes	Assessment form
P_W01 P_W02	Exercises – tests, descriptive work
P_U01 P_U02 P_U03 P_K01	Exercises – tests, oral presentation. Grading based on partial grades obtained during the semester from written assignments, 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

Contact	isp@ans.edu.pl

COURSE CARD

Institute: Legal and Social Sciences	Foreign language IV Język francuski IV		Course code	
	French Language IV		BBA.MI.4b.GL.IV.	
Field of study: Business and Administration	**Module name in Polish**			
	Moduł I. Przedmioty ogólnouczelniane			
	Study year, semester			
	Year II, semester 4			
Level of study: first-cycle studies	**Course status**		**Language**	
	Elective		French/Polish	
	Name, surname, degree of the course instructor(s)			
Study profile practical				
	Prerequisites			
	xxx			

Form of classes and number of hours										ECTS credits
lectu re	class	Foreign language course	labora tory	works hop	sem inar	practical classes		Intern ship	othe r	3
		30/15				MCS M	Hosp ital			

Course aims

Integration of language skills with the communication process for professional and social needs, enabling functioning in a multicultural and multilingual society.

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:** **P_W01** grammatical and lexical structures within the scope of the material being studied
	P_W15
Skills:	**Graduate can:** **P_U01** discuss topics covered in the material for semester IV
	K_U11
	P_U02 use correctly a variety of grammatical and lexical forms appropriate to specific situations (everyday life, work, home, surroundings, etc.)
	K_U11
	P_U03 construct statements on given topics within the required/covered subject area;
	K_U11
Social competences:	**Graduate is ready to:** **P_K01** improve his/her skills, including further language training
	K_K02
	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)
Didactic methods		
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		

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

COURSE CARD

Institute: Legal and Social Sciences	Technologia informacyjna		Course code
	Information Technology		BBA.MI.5a.IT
Field of study: Business and Administration	**Module name in Polish**		
	Moduł I. Przedmioty ogólnouczelniane		
	Study year, semester		
	I year, semester 1		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		Polish
	Name, surname, degree of the course instructor(s)		
Study profile practical	**Prerequisites**		
	Xxx		

Forms of classes and number of hours									ECTS credits
lecture	class	Foreign language course	laboratory	workshop	seminar	practical classes		Internship	other	**2**
			30/18			MCSM	Hospital			

Course aims
Developing skills in the practical use of selected computer software and preparing for active functioning in the emerging information society.

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:** **P_W01** issues related to data security and processing;
	P_W15
	P_W02 messages and signals generated by computer software.
	P_W15
Skills:	**Graduate can:** **P_U01** use selected Internet services and programs.
	K_U10
	P_U02 prepare documents in accordance with the principles of text editing and data visualization;
	K_U13
	P_U03 use a spreadsheet for calculations and graphical presentation of numerical data, prepares effective multimedia presentations;
	K_U09
	P_U04 use a computer in accordance with the principles of occupational 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

Program content	Subject learning outcomes
LECTURE	not applicable
CLASSES 1. Selected problems of data, information and system security. Ergonomics and work station organization. 2. Main assumptions of information and communication technology /ICT/ - legal aspects (Copyright, Netiquette). 3. Working with documents in various file formats. Speed and efficiency of work. 4. Inserting tables, images and drawings into documents. Principles of creating and editing documents. Saving and reading documents. 5. Organization of the page view. Editing basic official documents. 6. Graphic layer of the editor. Forms. 7. Setting the page, checking and correcting written text. Using the network to collect materials on a given topic. 8. Principles of sharing files and folders. Communication in a local computer 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.	P_W01 P_W02 P_U01 P_U02 P_U03 P_U04 P_K01 (all subject learning outcomes are implemented in each course content)

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 outcomes	Assessment form
P_W01 P_W02	not applicable
P_U01 P_U02 P_U03 P_U04 P_K01	Classes: practical tests based on completed tasks from individual program content. Grading based on the average of partial grades obtained during the semester, final grade thresholds: 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), 2.75-2.0 (ndst 2).

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

COURSE CARD

Institute: Legal and Social Sciences	**Oprogramowanie biurowe**		**Course code**
	Office Software		BBA.MI.5b.OS
Field of study: Business and Administration	**Module name in Polish**		
	Moduł I. Przedmioty ogólnouczelniane		
	Study year, semester		
	I year, semester 1		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		Polish
	Name, surname, degree of the course instructor(s)		
Study profile practical	**Prerequisites**		
	xxx		

Forms of classes and number of hours										ECTS credits
lect ure	class	Foreign language course	labor atory	works hop	semi nar	practical classes		Intern ship	othe r	2
			30/18			MCS M	Hosp ital			

Course aims
Acquiring proficiency in using office software. Acquiring the ability to freely and efficiently use a text editor and spreadsheet to edit documents.

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:** **P_W01** advanced problems related to security and data processing
	P_W15
Skills:	**Graduate can:** **P_U01** wisely use selected Internet services and programs
	K_U07
	P_U02 interpret the obtained results and draw conclusions using office software
	K_U07
	P_U03 use specialist language in the industry, using various IT techniques
	K_U07
	P_U04 use office software, obtain data to analyze specific processes and phenomena used in the industry
	K_U07
Social competences:	**Graduate is ready to:** **P_K01** respect copyright when using publicly available information resources
	K_K04

Program content	**Subject learning outcomes**

LECTURES	not applicable
CLASSES 1. Office software. Security, speed and efficiency of work. 2. Using templates available in Word. Working with documents in various file formats 3. Inserting tables, images and drawings into documents. Principles of creating and editing documents 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 contents, footnotes. 7. Macro definitions. Forms. Text editor and PDF - file conversion 8. Setting the page, checking and correcting written text. 9. Using the network to collect materials on a given topic. 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	P_W01 P_U01 P_U02 P_U03 P_U04 P_K01 (all subject learning outcomes are implemented in each course content)

Didactic methods

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.

Assessment forms/ways of verification

Subject learning outcomes	Assessment form
P_W01	Classes: graded assessment, practical tests based on completed tasks from individual program content. Final grade determined based on the average of partial grades obtained during the semester, average ranges for the final grade: 5.0-4.76 (bdb), 4.75-4.26 (+db), 4.25-3.76 (db), 3.75-3.26 (+dst), 3.25-2.76 (dst), 2.75-2.0 (ndst).
P_U01 P_U02 P_U03 P_U04	Classes: graded assessment, practical tests based on completed tasks from individual program content. Final grade determined based on the average of partial grades obtained during the semester, average ranges for the final grade: 5.0-4.76 (vdb), 4.75-4.26 (+db), 4.25-3.76 (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 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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Cultural aspects of business and administration/Kulturowe aspekty biznesu i administracji)		BBA.MI.6a.KABiA
Field of study: Business and Administration	**Module name in Polish**		
	Moduł I. Ogólnouczelniany		
	Study year, semester		
Level of study: first-cycle studies	Year III, semester 5		
	Course status		**Language**
	Elective		English
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										ECTS credits
lectu re	class	Foreign language course	labor atory	works hop	semi nar	practical classes		Intern ship	othe r	3
30/1 8						MCS M	Hosp ital			

Course aims

Course aim is to familiarize students with the essence of cultural differences and their significance in international business; to identify the characteristics of the foreign environment in which enterprises operate, including the identification of the characteristics of national culture; to identify the styles of conducting business resulting from different cultural characteristics C4 presentation of the specificity of selected business cultures.

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** **P_W01** the concept of national culture, explains its functions in business and administration
	P_W15
	P_W02 main concepts of the division of national cultures (E.T. Hall, R.R. Gesteland, F. Trompenaars, Ch. Hampden-Turner, G. Hofstede)
	P_W15
Skills:	**Graduate can:** **P_U01** identify different values of different cultural groups and the resulting ways of cooperation with foreign partners
	K06_U
	P_U02 characterize the cultural conditions for doing business in selected regions/countries
	K_U06

Social competences:	Graduate is ready to: **K_K01** cooperate with people from a culture other than his native one
	K_K02

Program content	Subject learning outcomes
LECTURES Diversity of interpretations of the concept of "national culture" and identification of its elements, linguistic diversity (meaning of verbal and non-verbal language) in foreign markets. Cultural classifications identifying differences in various areas of international business (F. Trompenaars, Ch. Hampden-Turner, G. Hofstede, R.R. Gesteland, E.T. Hall). Searching for a foreign partner in culturally different markets - what sources should be used? Legal, administrative, infrastructural and cultural barriers in the activities of enterprises in foreign markets. Identification of cultural conditions in selected countries and cultures: - Arab countries (Saudi Arabia, North African countries), - Far Eastern countries (e.g. China, Japan, South Korea), - Southeast Asian countries (e.g. India), - Mediterranean countries (e.g. Italy, Spain), - Northern European 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 methods
Lecture: information and problem based lecture
Classes: not applicable

Recommended literature
Obligatory websites
Supplementary websites

Assessment forms/ways of verification	
Subject learning outcomes	Assessment form
P_W01 P_W02 P_U01 P_U02 P_K01 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 4.5; 10 points - grade 4.0; 9 points - grade 3.5; 8 - 7 points - grade 3.0; 6 points

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	World history after 1945 (Historia powszechna po 1945)		BBA.MI.6b.HP
Field of study: Business and Administration	**Module name in Polish**		
	Moduł I. Ogólnouczelniany		
	Study year, semester		
	year III, semester 5		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		English
	Name, surname, degree of the course instructor(s)		
Study profile practical	**Prerequisites**		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lect ure	**class**	**Foreign language course**	**labor atory**	**work shop**	**semi nar**	**practical classes**		**Intern ship**	**othe r**	**3**
30/ 18						MCS M	Hospi tal			

Course aims
The student acquires knowledge of the contemporary world history after 1945 and the methods of its practical application.

Intended learning outcomes / Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** **P_W01** the causes and effects of events in the world since 1945.
	P_W15
	P_W02 specialist historical terminology related to the most recent universal history.
	P_W15
Skills:	**Graduate can:** **P_U01** explain the mechanisms occurring in recent world history after 1945.
	K_U12
Social competences:	**Graduate is ready to:** **K_K01** take actions for the benefit of the immediate environment
	K_K05

Program content	Subject learning outcomes
LECTURES The post-Yalta division of the world. The formation of the Soviet bloc states. The formation of democratic states in Europe after World War II. Internal conflicts in 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_W01 P_W02 P_U01 P_K01

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 P_U01 P_U02 P_K01 P_K02	Assessment (oral form) with a grade: the student draws 3 questions, for each answer he 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 - grade 2.0.

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Cultural Anropology /Antropologia kulturowa		BBA.MI.7b.AK
Field of study: Business and Administration	**Module name in Polish**		
	Moduł I. Ogólnouczelniany		
	Study year, semester		
	year III, semester 5		
Level of study: first-cycle studies	**Course status**		**Language**
	obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical	**Prerequisites**		
	Knowledge of English at B2 level		

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	3
30/ 18						MCS M	Hosp ital			

Course aims
The aim is to broaden students' humanistic knowledge by introducing them to the subject of cultural anthropology, research schools and the founders of these schools. Particular attention is paid to the issue of cultural diversity. Knowledge in this field is becoming increasingly important due to the intensification of contacts, including business contacts, between people belonging to different civilizations. Cultural diversity is shown on the example of religious beliefs, customs and axiological order.

Intended learning outcomes / Reference to directional learning outcomes	
Knowledge:	**Graduate knows and understands:** **P_W01** the terminology of cultural anthropology and related disciplines, its place and relationships with other social and cultural sciences
	P_W15
	P_W02 theories of human development and functioning in the socio-cultural aspect
	P_W15
Skills:	**Graduate can:** **P_U01** use cultural anthropology terminology appropriately
	K_U08
Social competences:	**Graduate is ready to:** **K_K01** take responsibility for preserving and respecting and for developing attitudes of acceptance and tolerance towards cultural heritage
	K_K07

Program content	Subject learning outcomes

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. Kępiński). 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 Websites

Assessment forms/ways of verification

Subject learning outcomes	Assessment form
P_W01 P_W02 P_U01 P_U02 P_K01 P_K02	Assessment (oral form) with a grade: the student draws 3 questions, for each answer he 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 - grade 2.0.

Student workload	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

COURSE CARD

Institute: Legal and Social Sciences	Course name		Course code
	Wychowanie fizyczne I I year semester 1		BBA.MI.8.WF.I
Field of study: Business and Administration	**Module name in Polish**		
	Moduł I. Ogólnouczelniany		
Level of study: first-cycle studies	**Course name in English**		
	Physical Education		
	Course status		**Language**
Study profile practical	obligatory		Polish
	Name, surname, degree of the course instructor(s)		
	Prerequisites		
	No health contraindications		

Forms of classes and 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 outcomes		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**,** 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 various forms of physical activity.	P_U05

Social competences:	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**

COURSE CARD

Institute: Legal and Social Sciences	Course name		Course code
	Wychowanie fizyczne II I year semester 2		BBA.MI.9.WF.II
Field of study: Business and Administration	**Module name in Polish**		
	Moduł I. Ogólnouczelniany		
Level of study: first-cycle studies	**Course name in English**		
	Physical Education		
Study profile practical	**Course status**		**Language**
	obligatory		Polish
	Name, surname, degree of the course instructor(s)		
	Prerequisites		
	No health contraindications		

Forms of classes and 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 outcomes		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**

COURSE CARD

Institute: Legal and Social Sciences	**Ochrona własności intelektualnej z przysposobieniem bibliotecznym**		**Course code**
	Protection of intellectual property with library skills training		BBA.MI.10.OWIzPB
Field of study: Business and Administration	**Module name in Polish**		
	Moduł I. Ogólnouczelniany		
	Study year, semester		
Level of study: first-cycle studies	I year, semester 1		
	Course status		**Language**
	obligatory		English
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									**ECTS credits**
lect ure	**class**	**Foreign language course**	**labora tory**	**work shop**	**semi nar**	**practical classes**		**Intern ship**	**othe r**	**1**
15/ 12						MCS M	Hosp ital			

Course aims

Acquiring the skills of effective use of the library and searching and selecting scientific information, as well 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 activities 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.

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:** **P_W01** the basic principles of using the library and information system, searching and selecting scientific information;
	P_W15
	P_W02 the basic concepts of copyright and industrial property law;
	P_W15
	P_W03 various models of intellectual property protection, including models of industrial property protection and copyright.
	P_W15
Skills:	**Graduate can:** **P_U01** deepen his/her knowledge of copyright law to the extent necessary to perform his/her profession;

	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
Social competences:	**Graduate is ready to:** **P_K01** respect intellectual property rights during his/her studies and professional work.
	K_K08

Program content	Subject learning outcomes
LECTURES 1. Organization of the university library and information system. Characteristics of collections. Characteristics and principles of using library catalogs and collections and sources of information. The concept and history of intellectual property. Intellectual property rights as intangible assets. 2. Copyright and its subject. The concept of a work. The concept of plagiarism. 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 distributed on the Internet. 4. The concept of industrial property rights. The concept of an invention. Patentability. Granting a patent. Legal nature of a patent. Expiration of a patent. 5. Utility models: concept, content, infringement of protective law. Industrial 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.	P_W01 P_W02 P_W03 P_U01 P_U02 P_K01 (all subject learning outcomes are implemented in each course content)
CLASSES	Not applicable

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

P_W03	
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

Institute: Legal and Social Sciences	Państwo i jego instytucje		Course code
	State and its institutions		BBA.MII.11.SI
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł II. Wprowadzenie do biznesu i administracji / Introduction to business and administration		
	Study year, semester		
	I year, semester 1		
Level of study: first-cycle studies	**Course status**		**Language**
	obligatory		English
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										ECTS credits
lecture	class	Foreign language course	laboratory	workshop	seminar	practical classes		Internship	other	2
30/18						MCSM	Hospital			

Course aims

Presentation of the concept of the state, its historical development, as well as the functions and policies implemented by the modern state and the place of the state in international relations.

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:** **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 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
Skills:	**Graduate can:** **P_U01** present the differences between a democratic state and an authoritarian or totalitarian state.
	K_U08
	P_U02 characterize the systems of democratic states

	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
Social competences:	**Graduate is ready to:** **P_K01** perform various professional roles in an international environment
	K_K04
	P_K02 develop his/her own knowledge about the functioning of modern states and their bodies
	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

Program content	Subject learning outcomes
LECTURES The concept of the state: Georg Jellinek's classic definition and other approaches to the essence of the state. Transformations of the state: from the Eastern despotic monarchy to the democratic state. The democratic state and the authoritarian or totalitarian state; contemporary totalitarian and authoritarian states (North Korea, China, Russia); the concept of dictatorship. Functions and basic policies of the contemporary state. Basic types of authorities in a democratic state: executive, legislative and judicial power; types of bodies exercising individual powers and the relations between these bodies. Systems of democratic states: the presidential system, the parliamentary-cabinet system, models of mixed systems. Types of authorities in the Polish constitutional order and bodies exercising these powers. States in international relations. Threats to the international order in the 21st century, especially from 2022. The institution of the state in the conditions of globalization and regionalization. The role of the state in the European Union.	P_W01 P_W02 P_W03 P_W04 P_W05 P_U01 P_U02 P_U03 P_U04 P_U05 P_K01 P_K02 P_K03 (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 forms/ways of verification	
Subject learning outcomes	Assessment form
P_W01 P_W02 P_W03 P_U01 P_U02 P_K01	Written exam in descriptive form (5 questions). Written exam in descriptive form, discussion as part of the seminar lecture.

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

COURSE CARD

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

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/ 18						MCS M	Hospi tal			

Course aims

The aim of the course is to:

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.

Intended learning outcomes /
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
Knowledge:	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 acts
	P_W06
	K_W04 features of the Polish legal system in comparison with the characteristics of the legal systems of continental Europe
	P_W07

	K_W05 sources of generally applicable law in Poland and the importance of international and European law for the Polish legal system
	P_W11
Skills:	**Graduate can:** **K_U01** apply basic methods of interpreting legal texts in order to analyse national, international and European law
	K_U09
	K_U02 characterize the basic branches of the legal system
	K_U09
	K_U03 assign a given regulation to a specific branch of law based on the characteristics of that regulation
	K_U03
	K_U04 distinguish between legal provisions defining rules and legal provisions establishing legal principles
	K_U09
	K_U05 analyze individual rights and the scope of their protection
	K_U09
Social competences:	**Graduate is ready to:** **K_K01** take action to protect individual rights
	K_K03
	K_K02 take creative actions within the institutions of a democratic state, recognizing the importance of the rule of law
	K_K01
	K_K03 independently acquire legal knowledge
	K_K05

Program content	Subject learning outcomes
LECTURES 1) Ways of understanding law: natural law, legal positivism, legal realism: "law in the books and law in action". 2) Contemporary legal cultures: continental European legal culture, customary law culture, Scandinavian legal culture, Confucian legal culture, Islamic legal culture. 3) Methods of interpreting legal texts developed in Western legal culture: argumentum a fortiori (argumentum a minore ad maius, argumentum a majore ad minus), analogia, argumentum a contrario. 4) The concept of branches of law, basic branches of law, features of private and public law. 5) Rules and principles in law. Application of legal principles. 6) The concept of subjective right. Fundamental rights: their meaning and protection. 7) The principle of proportionality: permissible restrictions on individual rights. The principle in dubio pro libertate in a democratic state. 8) The concept of the rule of law and legality. The rule of law and its features. The concept of competence. 9) The legal system. Sources of law in various legal systems. 10) Sources of law according to the Constitution of the Republic of Poland of 2 April 1997.	P_W01 P_W02 P_W03 P_W04 P_W05 P_U01 P_U02 P_U03 P_U04 P_U05 P_K01 P_K02 P_K03 (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 outcomes	Assessment form
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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Basics of finance (Podstawy finansów)		BBA.MII.13.PF
Field of study: Business and Administration	Module name in Polish and English		
	Moduł II. Wprowadzenie do biznesu i administracji / Introduction to business and administration		
	Study year, semester		
	I year, semester 2		
Level of study: first-cycle studies	Course status		Language
	obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lecture	class	Foreign language course	laboratory	workshop	seminar	practical classes		Internship	other	2
30/ 18						MCSM	Hospital			

Course aims
To familiarize students with the sources and interpretation of financial law regulations. 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.

Intended learning outcomes / Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** P_W01 the sources of law and is able to characterize them
	P_W04
	P_W02 the principles of interpretation of law
	P_W04
	P_W03 the legal and legal-administrative structures of relations
	P_W04
Skills:	**Graduate can:** P_U01 correctly interpret and explain legal phenomena in the area of financial law
	K_U04
	P_U02 identify and solve problems related to the application of financial law
	K_U04
Social competences:	**Graduate is ready to:** P_K01 independently supplement and expand his/her knowledge and skills, in particular current views of doctrine
	K_K02

Program content	Subject learning outcomes
LECTURES The concept of public finance and financial law, sources and interpretation of financial law, state budget - legal nature, structure and procedural aspects; public revenues and expenditures, budget deficit and public debt, public finance sector units and their characteristics, tax revenues and their significance and an outline of the structure of individual taxes	P_W01 P_W02 P_W03 P_U01 P_U02 P_K01 (all subject learning outcomes are implemented in each course content)
CLASSES Not applicable	-

Didactic methods
Lecture: information and problem based lecture
Classes: xx

Recommended literature
Obligatory Online resources, databases, e.g. EBSCO
Supplementary websites

Assessment forms/ways of verification	
Subject learning outcomes	Assessment form
P_W01 P_W02 P_W03 P_U01 P_U02 P_K01	Assessment with a grade (oral form) : the student draws 3 questions, for each answer he 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 - grade 2.0.

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Macro- and microeconomics (Makro- i mikroekonomia)		BBA.MII.17.MiM
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł II. Wprowadzenie do biznesu i administracji / Introduction to business and administration		
	Study year, semester		
Level of study: first-cycle studies	I year, semester 1		
	Course status		**Language**
	obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lect ure	clas s	Foreign language course	labor atory	work shop	semi nar	practical classes		Intern ship	othe r	2
15/ 12	30/ 24					MCS M	Hosp ital			

Course aims
The aim of the course is to provide students with information about the economy and the principles/laws of its functioning.

Intended learning outcomes / Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** **P_W01** basic economic concepts and their meaning
	P_W15
	P_W02 the principles of operation of enterprises
	P_W15
	P_W03 the relationship between decisions made by the government and their economic consequences for citizens
	P_W15

Skills:	**Graduate can:** **P_U01** make accurate decisions about choosing a credit source
	K_U08
	P_U02 can correctly distinguish between short-term and long-term benefits when making decisions
	K_U08
	P_U03 use economic terms in their correct meaning when writing reports and studies
	K_U08

	P_U04 understand simple statistics using a spreadsheet and present them in the form of graphs
	K_U10
Social competences:	**Graduate is ready to:** **P_K01** engage rationally in social activities based on a rational choice of the direction that brings the greatest benefits to citizens
	K_K06

Program content	Subject learning outcomes
LECTURES Creation and division of the national product (basic aggregates, consumption, collective consumption, investments, exports, savings, budget deficit). Discussion of mutual relations between aggregates and the role of government in shaping economic processes. Basic information about the Polish economy against the background of the world economy. Economic efficiency. Economic growth and development. Money. International exchange and the world economy, foreign investments. The latest trends in the world economy and their impact on the Polish economy (the 2008 crisis, "financialization" of economies)	P_W01 P_W02 P_W03 (all subject learning outcomes are implemented in each course content)
CLASSES Tools used in economics (statistics, summaries, charts), concepts of supply and demand, price formation in various markets, individual incomes. Elasticities of supply and demand. Market equilibrium (free competition and monopoly). Principles of operation of enterprises (revenues, revenues, cost categories, profitability of operations, use and expansion of production capacity, reactions of enterprises to external signals). The law of diminishing returns, economies of scale. Evaluation of investments and principles of operation of the financial market.	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 methods
Lecture: information and problem based lecture
Classes: Practical classes

Recommended literature
Obligatory Internet sources, data bases e.g. EBSCO
Supplementary Websites

Assessment forms/ways of verification	
Subject learning outcomes	Assessment form
P_W01 P_W02 P_W03	Written assessmet – descriptive colloquium, 5 questions covering lecture topics.

P_U01 P_U02 P_K01	Assessment with a grade (oral form) : 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 4.5; 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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English	Course code
	Strategic Marketing in business and administration/marketing strategiczny w biznesie i administracji)	BBA.MII.21a.MSwBiA
Field of study: Business and Administration	**Module name in Polish**	
	Xxx	
	Study year, semester	
	Year II, semester 4	
Level of study: first-cycle studies	**Course status**	**Language**
	…	English
	Name, surname, degree of the course instructor(s)	
Study profile practical		
	Prerequisites	
	Knowledge of English at B2 level	

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 M	Hosp ital			

Course aims
The aim of the course is to equip students with practical knowledge, skills and competences in the field of project management, with particular emphasis on the phases of project preparation and implementation.

Intended learning outcomes / Reference to directional learning outcomes	
Knowledge:	**Graduate knows and understands:**
	P_W01 conditions for conducting marketing activities in a strategic dimension K_W15
	P_W02 mechanisms and instruments for conducting marketing activities in a strategic dimension K_W15
Skills:	**Graduate can:**
	P_U01 select marketing communication instruments in a strategic dimension P_U12
Social competences:	**Graduate is ready to:**
	P_K01 conduct a substantive discussion on how to program, conduct, monitor and evaluate strategic marketing K_K04

Program content	Subject learning outcomes
CLASSES:	P_W01 P_W02

Marketing – origins and evolution. – definitional and classification approach. Branches of marketing. Strategy in marketing. Formation of marketing strategies. Implementation of marketing strategies. Monitoring and evaluation of marketing strategies.	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

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 forms/ways of verification

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Operational marketing in business and administration / marketing operacyjny w biznesie i administracji)		BBA.MII.21b.MOwBiA
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł II. Wprowadzenie do biznesu i administracji / Introduction to business and administration		
	Study year, semester		
	Year 2, semester 4		
Level of study: first-cycle studies	**Course status**		**Language**
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile Practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours									ECTS credits
lecture	class	Foreign language course	laboratory	Workshop	seminar	practical classes		Internship	other	**2**

lecture	class	Foreign language course	laboratory	Workshop	seminar	practical classes		Internship	other
	30					MCSM	Hospital		

Course aims
The aim of the course is to equip students with knowledge, skills and competences in the field of marketing management, with particular emphasis on the operational dimension in business and administration.

Intended learning outcomes / Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:**
	P_W01 conditions for conducting marketing activities in the operational dimension K_W15
	P_W02 mechanisms and instruments for conducting marketing activities in the operational dimension K_W15
Skills:	**Graduate can:**
	P_U01 select marketing communication instruments in the operational dimension P_U12
Social competences:	**Graduate is ready to:**
	P_K01 conduct a substantive discussion on how to program, conduct, monitor and evaluate operational marketing K_K04

Program content	Subject learning outcomes
CLASSES: Marketing management – definitional and classification approach.	P_W01 P_W02

Operational marketing: conditions, instruments, mechanisms of monitoring and evaluation.	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
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 forms/ways of verification	
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	20
Group work	10
Preparation of project	30
Total student workload in hours	90
ECTS credits	2
Contact	isp@ans.edu.pl

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Self-goverment and local policy/ Samorząd terytorialny i polityka lokalna		BBA.MIII.23.STiPL
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł III. Biznes i administracja w warunkach MLG / Business and administration in MLG conditions		
	Study year, semester		
Level of study: first-cycle studies	Year I, semester 2		
	Course status		**Language**
	obligatory		English
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										ECTS credits
lecture	**class**	**Foreign language course**	**laboratory**	**work shop**	**seminar**	**practical classes**		**Internship**	**other**	**3**
30	15					MCSM	Hospital			

Course aims
The aim of the course is to equip students with knowledge, skills and competences in the field of local government and local policy, with particular emphasis on the conditions, mechanisms and forms of programming and implementing multi-sectoral projects.

Intended learning outcomes / Reference to directional learning outcomes	
Knowledge:	**Graduate knows and understands:**
	P_W01 legal, political, economic and social conditions for the functioning of local government entities and local policy K_W15
	P_W02 forms of conducting sector-oriented local policy in the system of relations between business and administrative entities K_W15
Skills:	**Graduate can:**
	P_U01 review and select mechanisms for conducting sector-oriented local policy in the system of relations between business and administrative entities P_U12
Social competences:	**Graduate is ready to:**
	P_K01 conduct a substantive discussion on the barriers to the strategic dimension of conducting sector-oriented local policy in the system of relations between business and administrative entities 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)

Didactic methods
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.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 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.

https://link.springer.com/book/10.1007/978-1-349-23650-3

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 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 CARD

Institute: Legal and Social Sciences	Finanse samorządowe		Course code
	Local government finances		BBA.MIII.25.FS
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł III. Biznes i administracja w warunkach MLG / Business and administration in MLG conditions		
	Study year, semester		
	Year I, semester 2		
Level of study: first-cycle studies	**Course status**		**Language**
	obligatory		English
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									ECTS credits
lecture	**class**	**Foreign language course**	**labora tory**	**work shop**	**semi nar**	**practical classes**	**Intern ship**	**othe r**	**3**
30	15					MCSM			
						Hospit al			

Course aims
Acquiring systematic knowledge of the material foundations of local government functioning and the main sources of own revenues and supplementary revenues. Learning the main structural elements of tax and non-tax sources of revenues, principles of financial planning, including budget planning, and responsibility in the financial management of local government.

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:** **P_W01** basic legal structures and principles of financial management in local government units
	K_W04
	P_W02 principles of functioning of institutions and legal structures in the field of financial law of local government
	K_W08
	P_W03 basic principles of local government financial law
	K_W12
Skills:	**Graduate can:** **P_U01** solve specific legal and organizational problems in the field of local government finances
	K_U03

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

Program content	Subject learning outcomes
LECTURE 1.The constitutional system of sources of income of local government units in Poland. 2. The importance of the European Charter of Local Self-Government as a source and a special type of standard for the foundations of the financial management of local government units. 3. Sources of own revenues of local government units in Poland. 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. 6. Principles of the financial management of auxiliary units of the commune. 7. Basics of the financial management of municipal associations. 8. Local government units on the capital market.	P_W01 P_W02 P_W03 P_U01 P_U02 P_U03 P_K01 (all subject learning outcomes are implemented in each course content)
CLASSES 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.	

Didactic methods

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

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	System of government institutions and central policy/System instytucji rządowych i polityka centralna		BBA.MIII.27.SIRziPC
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł III. Biznes i administracja w warunkach MLG / Business and administration in MLG conditions		
	Study year, semester		
	Year I, semester 1		
Level of study: first-cycle studies	**Course status**		**Language**
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile Practical			
	Prerequisites		
	Obligatory knowledge about the Polish political system Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lect ure	class es	Foreign lg class	labor atory	work shop	semin ar	Practical classes		Intern ship	Othe r	3
30	15					MCS M	Hosp ital			

Course aims

The aim of the course is to equip students with knowledge, skills and competences in the field of the system of government institutions and central policy, with particular emphasis on the conditions, mechanisms and forms of functioning of the institutional and legal system of Poland.

Intended learning outcomes /
Reference to directional learning outcomes

	Graduate knows and understands:
Knowledge:	**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 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
Skills:	Graduate can:
	P_U01 review the material results of the activities of government bodies and institutions in the field of implementing the development dimension of central policy P_U12
Social competences:	Graduate is ready to:
	P_K01 conduct an in-depth discussion on the possibilities and limitations of implementing the development dimension of central policy in the perspective of developing relations between business and administrative entities

	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)

Didactic methods
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 workload		**Number of hours**
Classes		45
Individual work		15
Group work		15
Preparation of project		15
Preparation for exam		30
Total student workload in hours		110
ECTS credits		3
Contact		isp@ans.edu.pl

COURSE CARD

Institute: Legal and Social Sciences	Central government finances		Course code
	Finanse centralne		BBA.MIII.29.FC
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł III. Biznes i administracja w warunkach MLG / Business and administration in MLG conditions		
	Study year, semester		
Level of study: first-cycle studies	Year I, semester 1		
	Course status		**Language**
	obligatory		English
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									ECTS credits
lectu re	clas ses	Foreign lg class	labo rator y	works hop	semin ar	Practical classes	Intern ship	Othe r	
15	30					MCSM	Hospit al		3

Course aims

Familiarizing students with the mechanism of functioning of the public finance system in the modern economy, with particular emphasis on Polish experiences. Analysis of the role of the state in the economy and the instruments of its impact on economic entities and society. Issues of both the collection of public funds using financial and fiscal instruments, as well as the state budget and the deficit and public debt. Presentation of the tax system, the principles of its functioning, together with an analysis of fiscal policy.

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** the concepts of state budget and public finance sector
Knowledge:	K_W03
	P_W02 causes and effects of budget deficit and public debt
	K_W01
	P_W03 organizational and legal forms and principles of financial management of public finance sector entities
	K_W05
Skills:	**Graduate can:** **P_U01** assess the role of the public finance sector in the modern economy
	K_U02
	P_U02 assess the impact of the general state of the economy on the public finance sector

	K_U03
	P_U03 assess the burden of public taxes on taxpayers and indicate their economic consequences
	K_U08
Social competences:	**Graduate is ready to:** **P_K01** critically assess of the state and direction of public finance sector reforms
	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 Tools for effective management of public funds: expenditure reviews, fiscal rules, management control and audit. Public finance control system. Crisis phenomena.	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: 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	Assessment form
P_W01 P_W02 P_W03	Written test
P_U01 P_U02 P_U03	Practical tasks (5 cases - tasks must be solved)
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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Management at central level/ Zarządzanie na poziomie centralnym		BBA.MIII.30.ZnPC
	Module name in Polish and English		
Field of study: Business and Administration	Moduł III. Biznes i administracja w warunkach MLG / Business and administration in MLG conditions		
	Study year, semester		
	Year I, semester 1		
Level of study: first-cycle studies	**Course status**		**Language**
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lectu re	class es	Foreign lg class	labora tory	work shop	semi nar	Practical classes		Intern ship	Othe r	3
15	30					MCS M	Hosp ital			

Course aims

The aim of the course is to equip students with knowledge, skills and competences in the field of public management at the central level, with particular emphasis on the conditions, mechanisms and forms of implementing public tasks of national provenance.

Intended learning outcomes /
Reference to directional learning outcomes

	Graduate knows and understands:
Knowledge:	**P_W01** mechanisms for initiating, shaping and conducting management processes at the central level in the business and administration environment K_W15 **P_W02** strategic and operational dimension of management at the central level in the business and administration environment K_W15
	Graduate can:
Skills:	**P_U01** review and select management mechanisms at the central level in the system 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 relations between business and administrative entities

Program content	Subject learning outcomes
K_K04	
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)

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	International funds/Fundusze międzynarodowe		MLG BBA.MIII.33.FM
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł III. Biznes i administracja w warunkach MLG / Business and administration in MLG conditions		
	Study year, semester		
	Year II, semester 3		
Level of study: first-cycle studies	**Course status**		**Language**
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical	**Prerequisites**		
	Obligatory knowledge of international politics and international organizations as actors of this politics Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lecture	classes	Foreign lg class	laboratory	workshop	seminar	Practical classes		Internship	Other	3
15	30					MCSM	Hospital			

Course aims

The aim of the course is to equip students with knowledge, skills and competences in the field of international funds, with particular emphasis on their organization, application, use (expenditure), monitoring and evaluation.

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:**
	P_W01 international fund entities K_W15 **P_W02** conditions, mechanisms and forms of obtaining international funds K_W15
Skills:	**Graduate can:**
	P_U01 analyze and then select entities and programs offering international funds P_U12
Social competences:	**Graduate is ready to:**
	P_K01 conduct a substantive discussion on the possibilities and limitations of obtaining international funds K_K04

Program content	Subject learning outcomes
LECTURES: International funds – definitions and classifications. Sources of international project funds. Organizing international funds. Global, national, regional and local challenges related to the use of international funds.	P_W01 P_W02 P_W15 P_U01 P_U12 P_K01 K_K0 (all subject learning outcomes are implemented in each course content)
CLASSES: Collecting project information. Introduction to international project funds. International project funds - creating applications and reports. Presentation of group projects.	P_W01 P_W02 P_W03 P_U01 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 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 workload	Number of hours
Classes	45
Individual work	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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Management at international level/Zarządzanie na poziomie międzynarodowym		BBA.MIII.34.ZnPM
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł III. Biznes i administracja w warunkach MLG / Business and administration in MLG conditions		
	Study year, semester		
Level of study: first-cycle studies	Year II, semester 3		
	Course status		**Language**
	Obligatory		English
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										ECTS credits
lecture	classes	Foreign lg class	laboratory	workshop	seminar	Practical classes		Internship	Other	3
15	30					MCSM	Hospital			

Course aims

The aim of the course is to equip students with knowledge, skills and competences in the field of public management at the international level, with particular emphasis on the conditions, mechanisms and forms of implementing public tasks of global provenance.

Intended learning outcomes /
Reference to directional learning outcomes

	Graduate knows and understands:
Knowledge:	**P_W01** mechanisms for initiating, shaping and conducting management processes at the international level in the business and administration environment K_W15 **P_W02** strategic and operational dimension of management at the international level in the business and administration environment K_W15
Skills:	**Graduate can:**
	P_U01 review and select management mechanisms at the international level in the system of business and administrative entity relations P_U12
Social competences:	**Graduate is ready to:**
	P_K01 conduct a substantive discussion on what are the legal, financial and organizational barriers to management at the international level in the system of relations between business and administrative entities

	K_K04

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Workshop - how to conduct policy at the local, regional and central level/ Warsztat - jak prowadzić politykę na poziomie lokalnym, regionalnym, krajowym		BBA.MIII.35.W-JPPL
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł III. Biznes i administracja w warunkach MLG / Business and administration in MLG conditions		
Level of study: first-cycle studies	**Study year, semester**		
	Year II, semester 3		
	Course status		**Language**
	Elective		English
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										ECTS credits
lecture	classes	Foreign lg class	laboratory	Workshop	Seminar	Practical classes		Internship	Other	2
	30					MCSM	Hospital			

Course aims

The aim of the course is to equip students with practical knowledge, skills and competences in the field of conducting politics at local, regional and central levels.

Intended learning outcomes /
Reference to directional learning outcomes

	Graduate knows and understands:
Knowledge:	**P_W01** legal, political, economic and social conditions for conducting policy at local, regional and national levels, with particular emphasis on the interface between business and administrative relations K_W15 **P_W02** forms of conducting oriented local, regional and national policy in the system of relations between business and administrative entitiesK_W15
	Graduate can:
Skills:	**P_U01** review and select mechanisms for conducting development-oriented local, regional and national policies in the system of relations between business and administrative entities 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: Policy – from concept to implementation. Conditions of local, regional and central policy. Policy creation process: analysis, definition of objectives, selection of instruments, implementation, monitoring, evaluation.	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

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

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
P_U01	Individual work, group work, project
P_K01	Individual work, group work, project

Student workload	Number of hours
Classes	30
Individual work	10

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Human relations management /Zarządzenie zasobami ludzkimi		BBA.MIV.36.ZZL
	Module name in Polish and English		
Field of study: Business and Administration	Moduł IV. Biznes i administracja wobec wyzwań międzysektorowości / Business and administration towards the challanges of cross-sectorality		
	Study year, semester		
	Year II, semester 3		
Level of study: first-cycle studies	**Course status**		**Language**
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lectu re	class es	Foreign lg class	labor atory	works hop	semi nar	Practical classes		Intern ship	Othe r	2
	30					MCS M	Hosp ital			

Course aims

The aim of the course is to equip students with practical knowledge, skills and competences in the field of human resources management.

Intended learning outcomes /
Reference to directional learning outcomes

	Graduate knows and understands:
Knowledge:	**P_W01** legal, political, socio-cultural and ethical conditions of human resources management **K_W15** **P_W02** mechanisms, forms and results of human resources management in the business and administration sector **K_W15**
Skills:	**Graduate can:**
	P_U01 analyze the situation related to the state and condition of human resources in the business and administrative environment and then select mechanisms and forms of managing these resources P_U12
	Graduate is ready to:

Social competences:	**P_K01** conduct a substantive discussion on how to minimize risks arising in connection with human resources management in the business and administration sector K_K04

Program content	**Subject learning outcomes**
Human resources – definitions, concepts, theories. Human resources management in an organization: conditions, mechanisms, forms and results. Motivation as a form of human resources management. Ethical dimension of human resources management. Opportunities and barriers to effective and efficient human resources 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)

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	Assessment form
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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Relations with stakeholders in business and administration/Relacje z interesariuszami w biznesie i administracji		BBA.MIV.37.RzIwBiA
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł IV. Biznes i administracja wobec wyzwań międzysektorowości / Business and administration towards the challanges of cross-sectorality		
Level of study: first-cycle studies	**Study year, semester**		
	Year II, semester 3		
	Course status		**Language**
	Obligatory		English
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										ECTS credits
lectu re	class es	Foreign lg class	labora tory	work shop	semi nar	Practical classes		Intern ship	Othe r	3
	30					MCS M	Hosp ital			

Course aims

The aim of the course is to equip students with knowledge, skills and competences in initiating, shaping and maintaining relationships with stakeholders in business and administration.

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:**
	P_W01 mechanisms of initiating, shaping and maintaining relationships with stakeholders in business and administration
	K_W15
	P_W02 forms of strategic strengthening of relationships with stakeholders in business and administration
	K_W15
Skills:	**Graduate can:**
	P_U01 review and select mechanisms for developing relationships with stakeholders in business and administration
	P_U12
	Graduate is ready to:

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: Stakeholders – definitions and classifications. Stakeholder resources. Areas and mechanisms of cooperation with stakeholders. Relationships with stakeholders – initiation stage, shaping stage, maintenance stage	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.

Supplementary

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

Assessment forms/ways of verification

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Cooperation with public sector actors / Współpraca z jednostkami sektora publicznego		BBA.MIV.39.WzJSPu
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł IV. Biznes i administracja wobec wyzwań międzysektorowości / Business and administration towards the challanges of cross-sectorality		
	Study year, semester		
Level of study: first-cycle studies	Year III, semester 5		
	Course status		**Language**
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lecture	classes	Foreign lg class	Laboratory	work shop	seminar	Practical classes		Intern ship	Other	3
	30					MCSM	Hospital			

Course aims

The aim of the course is to equip students with knowledge, skills and competences in the field of cooperation with public sector entities, with particular emphasis on conditions, mechanisms and forms of implementing joint tasks of multi-sectoral provenance.

Intended learning outcomes /
Reference to directional learning outcomes

	Graduate knows and understands:
Knowledge:	**P_W01** mechanisms for initiating, shaping and maintaining cooperation with public sector entities by business and administrative entities K_W15
	P_W02 forms of strategic strengthening of cooperation with public sector entities initiated by business and administrative entities K_W15
Skills:	**Graduate can:**
	P_U01 review and select mechanisms for cooperation with public sector entities initiated by business and administrative entities P_U12
	Graduate is ready to:

Social competences:	**P_K01** conduct a substantive discussion on the barriers to cooperation with public sector entities initiated by business and administrative entities K_K04

Program content	Subject learning outcomes
CLASSES: Public sector – definitions, classifications, typologies. Public entities. Conditions, mechanisms and forms of cooperation with public sector entities. Opportunities and threats of cooperation with public 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.

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Cooperation with private sector actors / Współpraca z jednostkami sektora prywatnego		BBA.MIV.40.WzJSPr
	Module name in Polish and English		
Field of study: Business and Administration	Moduł IV. Biznes i administracja wobec wyzwań międzysektorowości / Business and administration towards the challanges of cross-sectorality		
	Study year, semester		
	Year III, semester 6		
Level of study: first-cycle studies	Course status		Language
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lectu re	class es	Foreign lg class	labor atory	works hop	semi nar	Practical classes		Intern ship	Othe r	2
	30					MCS M	Hosp ital			

Course aims

The aim of the course is to equip students with knowledge, skills and competences in the field of cooperation with private sector entities, with particular emphasis on conditions, mechanisms and forms of implementing joint tasks of multi-sectoral provenance.

Intended learning outcomes /
Reference to directional learning outcomes

	Graduate knows and understands:
Knowledge:	**P_W01** mechanisms for initiating, shaping and maintaining cooperation with private sector entities by business and administrative entities K_W15 **P_W02** forms of strategic strengthening of cooperation with private sector entities initiated by business and administrative entities K_W15
Skills:	Graduate can:
	P_U01 review and select mechanisms for cooperation with private sector entities initiated by business and administrative entities P_U12
	Graduate is ready 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: Private sector – definitional, classification and typological approaches. Private entities. Conditions, mechanisms and forms of cooperation with stakeholders.		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.

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.

Assessment forms/ways of verification

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	20
Group work	15
Preparation of project	15
Total student workload in hours	80

ECTS credits	2
Contact	isp@ans.edu.pl

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Cooperation with social sector actors / Współpraca z jednostkami sektora społecznego		BBA.MIV.41.WzJSS
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł IV. Biznes i administracja wobec wyzwań międzysektorowości / Business and administration towards the challanges of cross-sectorality		
	Study year, semester		
	Year II, semester 4		
Level of study: first-cycle studies	**Course status**		**Language**
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical	**Prerequisites**		
	Knowledge of English at B2 level		

Forms of classes and number of hours									ECTS credits
lectu re	class es	Foreign lg class	Labora tory	work shop	semi nar	Practical classes	Intern ship	Othe r	2
	30					MCS M	Hosp ital			

Course aims

The aim of the course is to equip students with knowledge, skills and competences in the field of cooperation with social sector entities, with particular emphasis on conditions, mechanisms and forms of implementing common tasks of multi-sectoral provenance.

Intended learning outcomes /
Reference to directional learning outcomes

	Graduate knows and understands:
Knowledge:	**P_W01** mechanisms of initiating, shaping and maintaining cooperation with social sector entities by business and administrative entities K_W15 **P_W02** forms of strategic strengthening of cooperation with social sector entities initiated by business and administrative entities K_W15
Skills:	**Graduate can:**
	P_U01 review and select mechanisms for cooperation with social sector entities initiated by business and administrative entities P_U12
	Graduate is ready to:

Social competences:	P_K01 conduct a substantive discussion on the barriers to cooperation with social sector entities initiated by business and administrative entities K_K04

Program content	Subject learning outcomes
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	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	15
Group work	15
Preparation of project	30
Total student workload in hours	90
ECTS credits	2
Contact	isp@ans.edu.pl

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Project management I/Zarządzanie projektem I		BBA.MIV.42.ZP.I
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł IV. Biznes i administracja wobec wyzwań międzysektorowości / Business and administration towards the challanges of cross-sectorality		
	Study year, semester		
	year II, semester 4		
Level of study: first-cycle studies	**Course status**		**Language**
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lectu re	class es	Foreign language class	Labor atory	worksh op	semi nar	Practical classes		Intern ship	Othe r	2
	30					MC SM	Hosp ital			

Course aims

The aim of the course is to equip students with practical knowledge, skills and competences in the field of project management, with particular emphasis on the phases of project preparation and implementation.

Intended learning outcomes /
Reference to directional learning outcomes

	Graduate knows and understands:
Knowledge:	**P_W01** project management mechanisms by business and administration entities K_W15 **P_W02** strategic and operational dimension of project preparation and implementation by business and administration entities K_W15
Skills:	**Graduate can:**
	P_U01 review and select mechanisms for project preparation and implementation in the context 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 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: Project – definitional and classification approach. Project in the public, private and social sectors. Project organization: preparation and implementation.	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 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 forms/ways of verification	
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	20
Group work	10
Preparation of project	30
Total student workload in hours	90

ECTS credits	2
Contact	isp@ans.edu.pl

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Project management II/Zarządzanie projektem II		BBA.MIV.43.ZP.II
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł IV. Biznes i administracja wobec wyzwań międzysektorowości / Business and administration towards the challanges of cross-sectorality		
	Study year, semester		
	Year III, semester 5		
Level of study: first-cycle studies	**Course status**		**Language**
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lecture	classes	Foreign language class	Laboratory	workshop	seminar	Practical classes		Internship	Other	2
	30					MCSM	Hospital			

Course aims
The aim of the course is to equip students with practical knowledge, skills and competences in project management, with particular emphasis on the monitoring and evaluation phases.

Intended learning outcomes / **Reference to directional learning outcomes**

Knowledge:	**Graduate knows and understands:**
	P_W01 project management mechanisms by business and administration entities K_W15
	P_W02 strategic and operational dimension of project monitoring and evaluation by business and administration entities K_W15
Skills:	**Graduate can:**
	P_U01 review and select mechanisms for monitoring and evaluating the project in the context of business and administrative entity relationships P_U12
	Graduate is ready to:

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: Project – definitional and classification approach. Project in the public, private and social sectors. Project organization: preparation and implementation.	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

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 forms/ways of verification	
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	20
Group work	10
Preparation of project	30
Total student workload in hours	90

ECTS credits	2
Contact	isp@ans.edu.pl

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Communication in business and administration Komunikacja w biznesie i administracji		BBA.MV.45.KwBiA
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji/Business and administration towards the challenges of professionalisation		
	Study year, semester		
Level of study: first-cycle studies	year I, semester 1		
	Course status		**Language**
	obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lectu re	class es	Foreign lg class	labor atory	work shop	semi nar	Practical classes		Intern ship	Othe r	2
	30/1 8					MCS M	Hosp ital			

Course aims

Transferring knowledge about the role and specificity of communication processes in business. Transferring knowledge about techniques and tools supporting communication processes in the organization. Developing interpersonal and communication skills necessary in business practice

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** **P_W01** the essence of key decisions related to the issue of business communication and their impact on the functioning of the enterprise
	P_W15
	P_W02 techniques and tools supporting communication processes in business and administration
	P_W15
Skills:	**Graduate can:** **P_U01 use** tools and techniques supporting communication processes in business
	K_U06

	P_U02 propose communication solutions within a given organization
	K_U06
Social competences:	**Graduate is ready to:** **K_K01** promote pro-social and entrepreneurial attitudes
	K_K04

Program content	**Subject learning outcomes**
LECTURE Not applicable	
CLASSES The essence and specificity of communication in business. The communication process. Communication in organizations. Improving interpersonal relationships. Effective listening. Nonverbal communication. Overcoming communication barriers. Communication in small groups. Types of interviews, conversations and meetings.	P_W01 P_W02 P_U01 P_U02 P_K01 (all subject learning outcomes are implemented in each course content)

Didactic methods
Lecture: xxx
Classes: project, discussion, talk, presentation

Recommended literature
Obligatory Instructor's own materials
Supplementary Websites

Assessment forms/ways of verification	
Subject learning outcomes	Assessment form
P_W01 P_W02	Active participation, preparation and presentation of the project
P_U01 P_U02	
P_K01 P_K02	

Student workload	**Number of hours full-time/part-time**
Classes	30/18
Preparation for classes, active participation	5/5
Studying literature	5/5
Preparation and presentation of the project	15/27
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

COURSE CARD

Institute: Legal and Social Sciences	**Course name in Polish and English**		**Course code**
	Market research / Badanie rynku		BBA.MV.46.BR
	Module name in Polish and English		
Field of study: Business and Administration	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
	Study year, semester		
	Year II, semester 4		
Level of study: first-cycle studies	**Course status**		**Language**
	obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										**ECTS credits**
lectu re	**class es**	**Foreign languag e class**	**labor atory**	**work shop**	**semin ar**	**Practical classes**		**Intern ship**	**Othe r**	**2**
15/1 2	30/2 4					MCS M	Hosp ital			

Course aims
The aim of the course is to provide knowledge on the basic methods used to analyze selected market areas.

Intended learning outcomes / **Reference to directional learning outcomes**	
Knowledge:	**Graduate knows and understands:** **P_W01** market functioning mechanism
	P_W15
	P_W02 basic methods used to analyze selected market areas
	P_W15
Skills:	**Graduate can:** **P_U01** select the right methods to analyze a specific case
	K_U06
	P_U02 analyze selected market phenomena
	K_U06
	Graduate is ready to:

Social competences:	K_K01 promote pro-social and entrepreneurial attitudes
	K_K04

Program content	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 – Current manifestations of market paradoxes	P_W01 P_W02 P_U01 (all subject learning outcomes are implemented in each course content)
CLASSES Market absorption capacity analysis – Market capacity and absorption capacity – Analysis of expected market absorption capacity – Substitution model W1, W2, U1, U2, K1, K2 5. Analysis of activation of needs and demand – Analysis of developing demand – Analysis of trends and seasonal fluctuations – Construction and interpretation of trend models and their parameters – Methods of determining periodic fluctuation indices – Analysis and interpretation of seasonal fluctuations.	P_W01 P_W02 P_U01 P_U02 P_K01 (all subject learning outcomes are implemented in each course content)

Didactic methods
Lecture: information based lecture
Classes: project, discussion, presentation

Recommended literature
Obligatory Instroctor's own materials
Supplementary websites

Assessment forms/ways of verification

Subject learning outcomes	Assessment form
P_W01 P_W02	Descriptive colloquium
P_U01 P_U02	Final project – analysis of a selected industry market using selected analysis methods
P_K01 P_K02	

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 CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Simulations of business and official meetings / Symulacje spotkań biznesowych i urzędowych		BBA.MV.47a.SSB
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
	Study year, semester		
	year III, semester 5		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lecture	classes	Foreign language class	laboratory	work shop	seminar	Practical classes		Intern ship	Other	3
				30/18		MCSM	Hospital			

Course aims
The aim of the course is to provide knowledge on the basic methods used to analyze selected market areas.

Intended learning outcomes / Reference to directional learning outcomes

	Graduate knows and understands:
Knowledge:	**P_W01** mechanism for organizing business and official meetings
	P_W15
	P_W02 basic methods used during business meetings
	P_W15
Skills:	**Graduate can:**
	P_U01 choose the right methods for organizing a business meeting
	K_U06
	P_U02 cooperate with others
	K_U06
	Graduate is ready to:

Social competences:	K_K01 promote entrepreneurial attitudes
	K_K04

Program content	Subject learning outcomes
LECTURE Not applicable	
CLASSES Types of business meetings in companies Sales meeting Negotiation meeting Regular company meetings Determining the purpose of the meeting and the expected result Meeting participants Agenda Necessary materials Creating a space for exchanging views Strengthening competences Case study	P_W01 P_W02 P_U01 P_U02 P_K01 (all subject learning outcomes are implemented in each course content)

Didactic methods
Lecture: not applicable
Workshops: project, discussion, presentation

Recommended literature
Obligatory Instructor's own materials
Supplementary Websites

Assessment forms/ways of verification	
Subject learning outcomes	Assessment form
P_W01 P_W02	Active participation, preparation for classes, 2 short tests, casy study – business meeting simulation (group project)
P_U01 P_U02	
P_K01 P_K02	

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Savoir-vivre in business and administration / Savoir-vivre w biznesie i administracji)		BBA.MV.47b.S-VwBiA
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
	Study year, semester		
Level of study: first-cycle studies	year III, semester 5		
	Course status		**Language**
	Elective		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lecture	classes	Foreign language class	laboratory	workshop	seminar	Practical classes		Internship	Other	2
				30/18		MCSM	Hospital			

Course aims
The aim of the course is to familiarize students with the rules of etiquette in business.
The aim of the course is to introduce basic issues in the area of business etiquette.
The aim of the course is to consolidate knowledge and improve skills related to the application of the rules of business etiquette as the foundation of professional competence.

Intended learning outcomes / **Reference to directional learning outcomes**	
Knowledge:	**Graduate knows and understands:** **P_W01** general rules of etiquette in business and administration
	P_W15
	P_W02 basic rules of diplomatic protocol
	P_W15
Skills:	**Graduate can:** **P_U01** indicate appropriate behavior in business and administrative situations
	K_U09

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

Program content	Subject learning outcomes
LECTURE Not applicable	
CLASSES The role of etiquette in professional and social life. The image of a businessman/businesswoman – the main principles of dress code. Greetings, farewells, presentations – the principles of precedence, titles, classes, ranks of diplomatic personnel, diplomatic ceremonial, courtesy, service and scientific titles. Business communication. Handing out business cards – the appearance of a business card, how to give and when to exchange them. Telephone conversations – difficult situations, the most common mistakes made over the phone. 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.	P_W01 P_W02 P_U01 P_U02 P_K01 (all subject learning outcomes are implemented in each course content)

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

P_U02	
P_K01 P_K02	

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Managing social media / Prowadzenie mediów społecznościowych		BBA.MV.48a.PMS
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
	Study year, semester		
	year III, semester 5		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours									ECTS credits
lecture	classes	Foreign language class	laboratory	workshop	seminar	Practical classes		Internship	Other	2

lecture	classes	Foreign language class	laboratory	workshop	seminar	Practical classes		Internship	Other
				30/18		MCSM	Hospital		

Course aims

Learning how to conduct dialogue and build relationships in social media and acquire skills

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** **P_W01** the types and scope of social media
	P_W15
	P_W02 the use of individual instruments to create, manage and monitor content in social media
	P_W15
Skills:	**Graduate can:** **P_U01** select social media and tools required to implement the communication strategy and create a network of relationships
	K_U12
	Graduate is ready to:

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 Characteristics of social media. Scope of the subject, main problems and issues. Dynamics of technology development / changes in people's communication style. Types of social media. Functions and goals of social media. Effectiveness of communication in social media. Methodology of using social media in organizational activities. The Facebook phenomenon - dynamics of development and changes in functionalities. Facebook - tools for creating and managing content. Facebook - principles of implementing information and promotional campaigns. Twitter - analysis of the scope of use and effectiveness of the channel in relation to individual countries. Visualization of the message - Instagram and 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.	P_W01 P_W02 P_U01 P_K01 (all subject learning outcomes are implemented in each course content)

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

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Methods and techniques of analyzing official documentation / Metody i techniki analizy mediów społecznościowych		BBA.MV.48b.AMS
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
Level of study: first-cycle studies	**Study year, semester**		
	year III, semester 5		
	Course status		**Language**
	Elective		English
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										ECTS credits
lect ure	classes	foreign lg class	labor atory	work shop	semi nar	Practical classes		Intern ship	Othe r	2
				30/1 8		MCS M	Hosp ital			

Course aims

The aim of the course is to teach students: 1. Conducting quantitative and qualitative media analyses using content analysis 2. Using the tools available on the Polish market for content analysis 3. Application of data and content analyses in marketing activities

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** **P_W01** the essence, origins and application of content analysis in scientific research and in the practice of marketing activities
	P_W15
	P_W02 the essence and principles of social media monitoring.
	P_W15
Skills:	**Graduate can:** **P_U01** conduct quantitative and qualitative media analysis using content analysis
	K_U12
	P_U02 apply data and content analysis in marketing activities

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

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

Didactic methods
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.

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

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Business documentation creation / Tworzenie dokumentacji biznesowej i urzędowej		BBA.MV.49a.TDBiU
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
	Study year, semester		
	year II, semester 4		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lecture	classes	foreign language class	laboratory	work shop	seminar	Practical classes		Intern ship	Other	2
				30/18		MCSM	Hospital			

Course aims

Preparing students to independently manage business documentation. Familiarizing students with selected techniques and tools used in business documentation management.

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** **P_W01** basic terminology in the field of document management in business
	P_W15
	P_W02 principles of document management in business
	P_W15
Skills:	**Graduate can:** **P_U01** independently prepare documentation for a selected information and/or business product or service
	K_U12
	P_U02 select and apply IT techniques and tools supporting document management in business in selected methodologies
	K_U05

Social competences:	**Graduate is ready to:** **K_K01** independently expand and continuously update the knowledge and skills in the field of document management in business
	K_K04

Program content	Subject learning outcomes
LECTURE Not applicable	
CLASSES Selected techniques for eliciting and documenting requirements in business (e.g. user stories in Gherkin). Project and code documentation in IT. Creating notes and names (e.g. variables, functions, files). Version control mechanism. Selected tools supporting documentation management (tools such as Git, GitHub, Repl.it, Evernote, Trello, Slack, Microsoft Teams).	P_W01 P_W02 P_U01 P_U02 P_K01 (all subject learning outcomes are implemented in each course content)

Didactic methods
Lecture: not applicable
Classes: project, discussion, presentation

Recommended literature
Obligatory literature related to acquiring and documenting requirements websites
Supplementary supplementary literature on selected design methodologies

Assessment forms/ways of verification	
Subject learning outcomes	Assessment form
P_W01 P_W02	Active participation, preparation for classes, 2 short tests
P_U01 P_U02	Preparation and presentation of the project - the project consists of preparing documentation for a selected product or information and/or business service. The following are assessed:
P_K01 P_K02	- presence and active participation in classes - 0-40 points. - project - 0-60 points. The following grading scale applies (1 - 100 points): 0-50 points - grade ndst 51-60 points - grade dst 61-70 points - grade + dst 71-80 points - grade db 81-90 points - grade + db 91-100 points - grade vdb

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Maintaining websites in business and administration/ Prowadzenie stron internetowych w biznesie i administracji		BBA.MV.49b.PSIwBiA
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
Level of study: first-cycle studies	**Study year, semester**		
	year II, semester 4		
	Course status		**Language**
	Elective		English
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										ECTS credits
lecture	classes	lektorat	laboratory	workshop	semester	Practical classes		Internship	Other	2
				30/18		MCSM	Hospital			

Course aims

The aim of the course is to teach how to operate websites, taking into account the latest technologies and trends in this field.

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** **P_W01** the latest technologies and trends in running websites
	P_W15
Skills:	**Graduate can:** **P_U01** independently prepare material to be placed on the website, based on the working material provided
	K_U12
	P_U02 prepare graphics illustrating the prepared material
	K_U05
Social competences:	**Graduate is ready to:** **K_K01** independently expand and continuously update the knowledge and skills in the field of running websites

	K_K04

Program content	Subject learning outcomes
LECTURE Not applicable	
CLASSES Placing animations and other page elements; text formatting; creating forms and edit fields; positioning page elements; CSS style sheets; page layout based on CSS style sheets; CSS techniques; constructing accessible websites compliant with WCAG and W3C requirements; using CMSs to implement your own website projects; website graphics, their optimization and creation of online galleries; creating text catalogs of collections	P_W01 P_U01 P_U02 P_K01 (all subject learning outcomes are implemented in each course content)

Didactic methods
Lecture: not applicable
Classes: project, discussion, presentation

Recommended literature
Obligatory websites
Supplementary websites

Assessment forms/ways of verification	
Subject learning outcomes	Assessment form
P_W01	Active participation, preparation for classes, 2 short tests Preparation and presentation of the project (simple information, preparation of material for the website, graphics)
P_U01 P_U02	
P_K01 P_K02	

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

COURSE CARD

Institute: Legal and Social Sciences Field of study: Business and Administration Level of study: first-cycle studies Study profile practical	Course name in Polish and English		Course code
	E-business and a-administration (E-biznes i e-administracja)		BBA.MV.51a.E-BiE-A
	Module name in Polish		
	Moduł V. Business and administration towards the challenges of professionalisation/ Biznes i administracja wobec wyzwań profesjonalizacji		
	Study year, semester		
	Year III, semester 5		
	Course status		**Language**
	Elective		English
	Name, surname, degree of the course instructor(s)		
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lect ure	class es	Foreign language class	Labora tory	work shop	semi nar	Practical classes		Intern ship	Othe r	**3**
	30					MCS M	Hosp ital			

Course aims

The aim of the course is to equip students with knowledge, skills and competences in the field of e-business and e-administration management.

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:**
	P_W01 conditions for conducting business and administrative activities based on the use of ICTK_W15 **P_W02** mechanisms and forms of conducting business and administrative activities based on the use of ICT K_W15
Skills:	**Graduate can:**
	P_U01 select instruments for conducting business and administrative activities based on ICT P_U12
Social competences:	**Graduate is ready to:**
	P_K01 conduct a substantive discussion on how to use ICT for business and administrative purposes K_K04

Program content	Subject learning outcomes
CLASSES: E-business and e-administration – definitional and classification approach. Internet and social media in e-business and e-administration. Conditions, mechanisms, forms of e-business and e-administration. Case study analysis. Contemporary trends in e-business and e-administration 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)

Didactic methods
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.

Assessment forms/ways of verification	
Subject learning outcomes	Assessment form
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 CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Information management in business and administration / Zarządzanie informacjami w biznesie i administracji		BBA.MV.50a.ZIwBiA
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
Level of study: first-cycle studies	**Study year, semester**		
	year II, semester 3		
	Course status		**Language**
	Elective		English
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										ECTS credits
lectu re	class es	foreign lg class	labor atory	works hop	semi nar	Practical classes		Intern ship	Othe r	2
				30/18		MCS M	Hosp ital			

Course aims

Learning the basics of information theory and basic concepts related to information processing. Learning about information quality and its role in management information systems. Learning about systems for acquiring, processing and storing information in an enterprise.

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** **P_W01** conceptual foundations related to information processing in organizations
	P_W14
	P_W02 methods of classifying information and its attributes, knows methods of assessing the quality of information and its usefulness
	P_W03
Skills:	**Graduate can:** **P_U01** distinguish between the concepts of data, information, and knowledge
	K_U07
	P_U02 choose the method of describing reality to suit the requirements of the information system
	K_U07

	P_U03 choose the information processing method for the company's needs
	P_U06
Social competences:	**Graduate is ready to:** **K_K01** independently expand and continuously update the knowledge and skills in the field of running websites
	K_K04

Program content	Subject learning outcomes
LECTURE Not applicable	
CLASSES Introduction: data, information, knowledge, wisdom. information resources: languages of formal information recording, metadata, repositories, relational databases Information as an economic good. Information market. Phenomena related to GI: information saturation, information gap, information barriers, information needs. Standards and structures of information exchange. The process of information flow in an enterprise. Information sources. Searching and filtering information. Positioning information. Information integration: at the level of structure, semantics, external and internal The role of information management in decision-making processes in enterprises. Cyberspace as an area of information management. Information security management: technological, social, legal aspects Data and information quality management.	P_W01 P_W02 P_U01 P_U02 P_U03 P_K01 (all subject learning outcomes are implemented in each course content)

Didactic methods

Lecture: not applicable

Classes: project, discussion, presentation

Recommended literature

Obligatory
literature on acquiring and documenting requirements
websites

Supplementary
Supplementary literature on chosen project methods

Assessment forms/ways of verification

Subject learning outcomes	Assessment form
P_W01	
P_U01 P_U02 P_U03	Active participation, preparation for classes, descriptive colloquium; preparation and presentation of the project
P_K01 P_K02	

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Administrative and legal business environment Administracyjnoprawne otoczenie biznesu		BBA.MV.50b.AOB
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
	Study year, semester		
	year II, semester 3		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		English
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										ECTS credits
lectu re	classes	Foreign language class	labora tory	work shop	semi nar	Practical classes		Intern ship	Othe r	2
				30/18		MCS M	Hosp ital			

Course aims
Learning the most important administrative and legal aspects of the business environment.

Intended learning outcomes / Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:** **P_W01** administrative and legal aspects related to business
	P_W10
Skills:	**Graduate can:** **P_U01** indicate important administrative and legal elements in relation to business
	K_U07
	P_U02 define the freedom of economic activity and indicate its limitations
	K_U07
Social competences:	**Graduate is ready to:** **K_K01** take actions for the benefit of the immediate environment
	K_K04

Program content	Subject learning outcomes
LECTURE Not applicable	

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

Didactic methods

Lecture: not applicable

Classes: project, discussion, presentation

Recommended literature

Obligatory
websites
instructor's own material

Supplementary

Assessment forms/ways of verification

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

COURSE CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	E-business and a-administration (E-biznes i e-administracja)		BBA.MV.51a.E-BiE-A
	Module name in Polish and English		
Field of study: Business and Administration	Moduł V. Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
	Study year, semester		
	Year III, semester 5		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		English
	Name, surname, degree of the course instructor(s)		
Study profile practical	**Prerequisites**		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lect ure	class es	Foreign language class	Labora tory	work shop	semi nar	Practical classes		Intern ship	Othe r	**3**
	30					MCS M	Hosp ital			

Course aims
The aim of the course is to equip students with knowledge, skills and competences in the field of e-business and e-administration management.

Intended learning outcomes / Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:**
	P_W01 onditions for conducting business and administrative activities based on the use of ICT K_W15 **P_W02** mechanisms and forms of conducting business and administrative activities based on the use of ICT K_W15
Skills:	**Graduate can:**
	P_U01 select instruments for conducting business and administrative activities based on ICT P_U12
Social competences:	**Graduate is ready to:**
	P_K01 conduct a substantive discussion on how to use ICT for business and administrative purposes K_K04

Program content	Subject learning outcomes
CLASSES: E-business and e-administration – definitional and classification approach. Internet and social media in e-business and e-administration. Conditions, mechanisms, forms of e-business and e-administration. Case study analysis. Contemporary trends in e-business and e-administration 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)

Didactic methods

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.

Assessment forms/ways of verification

Subject learning outcomes	Assessment form
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 CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Data collection and visualisation / Zbieranie i wizualizacja danych		BBA.MV.51b.ZiWD
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V - Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
	Study year, semester		
	Year III, semester 5		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lect ure	classes	Foreign languag e class	labor atory	works hop	semi nar	Practical classes		Intern ship	Othe r	3
	30					MCS M	Hosp ital			

Course aims
The aim of the course is to equip students with knowledge, skills and competences in the field of data collection and visualization, with particular emphasis on the administration and business sector.

Intended learning outcomes / Reference to directional learning outcomes	
	Graduate knows and understands:
Knowledge:	**P_W01** 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 public and private market (local, regional, national) are subject, as well as the causes, course, scale and consequences of these processes
	P_W03 K_W04: formal and informal conditions (organizational, social) that determine the planning and implementation of local, regional, national and international services and policies
	P_W04 K_W12: the basic relationships between management, administration and politics, including the premises and methods of state intervention in the activities of private entities
Skills:	**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
Social competences:	**Graduate is ready to:**
	P_K01 K_K03: initiate activities and present their results in an accessible form for the benefit of the social environment **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: Data collection and visualization – theoretical and classification approaches. Data collection – methods and techniques. Data visualization – methods and techniques. Contemporary trends in management. Case analysis. Project presentation.	P_W01 P_W02 P_W03 P_W04 P_U01 P_U02 P_K01 P_K02 (all subject learning outcomes are implemented in each course content)

Didactic methods
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 forms/ways of verification	
Subject learning outcomes	Assessment form
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 CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Crisis managment in business and administration / Analiza ryzyk w biznesie i administracji		BBA.MV.52a.ARwBiA
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V - Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
	Study year, semester		
	Year III, semester 5		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lect ure	**classes**	**Foreign language class**	**labor atory**	**work shop**	**semi nar**	**Practical classes**		**Intern ship**	**Othe r**	**3**
	30					MCS M	Hosp ital			

Course aims

The aim of the course is to equip students with knowledge, skills and competences in the field of risk analysis in business and administration.

Intended learning outcomes /
Reference to directional learning outcomes

Knowledge:	**Graduate knows and understands:**
	P_W01 the risks associated with running a business in the business and administration sector K_W15 **P_W02** conditions, mechanisms, forms and results of conducting risk analysis in the business and administration sector K_W15
Skills:	**Graduate can:**
	P_U01 select methods and techniques for analyzing risks emerging in the business and administration sectors P_U12
Social competences:	**Graduate is ready to:**
	P_K01 conduct a substantive discussion on how to minimize risks emerging in the business and administration sector

	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)

Didactic methods

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.

Assessment forms/ways of verification

Subject learning outcomes	Assessment form
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 CARD

Institute: Legal and Social Sciences	Course name in Polish and English		Course code
	Crisis managment in business and administration / Zarządzanie kryzysowe w biznesie i administracji		BBA.MV.52b.ZKwBiA
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł V - Biznes i administracja wobec wyzwań profesjonalizacji / Business and administration towards the challenges of professionalisation		
	Study year, semester		
	Year III, semester 5		
Level of study: first-cycle studies	**Course status**		**Language**
	Elective		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lect ure	classes	foreign languag e class	labor atory	works hop	semi nar	Practical classes		Intern ship	Othe r	3
	30					MCS M	Hosp ital			

Course aims
The aim of the course is to equip students with knowledge, skills and competences in the field of crisis management in business and administration.

Intended learning outcomes / Reference to directional learning outcomes	
	Graduate knows and understands:
Knowledge:	**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
Skills:	**Graduate can:**
	P_U01 review and select crisis management mechanisms in business and administration P_U12
Social competences:	**Graduate is ready to:**
	P_K01 conduct a substantive discussion on the legal, financial and organizational barriers to crisis management in business and administration K_K04

Program content	Subject learning outcomes
CLASSES: Crisis management – definition and classification approach. Crisis management concepts. Crisis management models. Crisis management stages. Contemporary trends in crisis 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)

Didactic methods
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 forms/ways of verification	
Subject learning outcomes	Assessment form
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 CARD

Institute: Legal and Social Sciences	Seminarium dyplomowe I		Course code
	Diploma seminar I		BBA.MVI.53.SD.I
Field of study: Business and Administration	**Module name in Polish and English**		
	Moduł VI. Praca dyplomowa / Thesis		
	Study year, semester		
	Year III, semester 5		
Level of study: first-cycle studies	**Course status** **obligatory**		**Language**
	obligatory		English
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										ECTS credits
lect ure	class es	foreign language class	labora tory	work shop	semi nar	Practical classes		Intern ship	Othe r	3
					45	MCS M	Hosp ital			

Course aims:
Preparing the student to research a topic/problem of their choice and to write an application-oriented diploma thesis, in accordance with the requirements of academic writing. Developing the ability to study professional literature and use English-language source texts. Improving the ability to lead discussions on scientific topics.

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:** **P_W01** substantive and formal requirements for writing a diploma thesis
	K_W11
	P_W02 the latest research achievements in the administrative and legal sphere, related to the subject of the prepared diploma thesis
	K_W12
	P_W03 methods of obtaining necessary data and information, including through the use of IT tools and information technologies
	K_W10
Skills:	**Graduate can:** **P_U01** substantively argue his/her position, also citing the opinions/views of other authors, as well as formulate and synthesize conclusions within the scope of the seminar's topic

	K_U01
	P_U02 formulate a research topic and plan his/her own research based on established principles and guidelines obtained from his/her academic supervisor
	K_U07
	P_U03 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 Research procedures, types of research methods and stages and organization of scientific research in administration. Characteristics of the content layout of a diploma thesis (professional project) of an application nature. Substantive and formal requirements for writing a bachelor's thesis: editorial requirements, principles of maintaining a scientific style, structure of the thesis, structure of the introduction and conclusion, defining the purpose and thesis of the thesis, principles of providing references to source works, the role of critical evaluation of found sources. Plagiarism and intellectual property law, principles of reliable citation of sources. Paraphrasing and summarizing. Determining the scope and purpose of the research, choosing the right research methodology. Formulating research issues and topics of the works. Staged evaluation of successively prepared theoretical parts of the diploma thesis - analysis of fragments of the works, discussion	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:
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)

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

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
Preparation for pass/fail	10
Studying literature	10
Total student workload in hours	90
ECTS credits	**3**
Contact	isp@ans.edu.pl

COURSE CARD

Institute: Legal and Social Sciences	Seminarium dyplomowe II		Course code	
	Diploma seminar II		BBA.MVI.54.SD.II	
Field of study: Business and Administration	**Module name in Polish and English**			
	Moduł VI. Praca dyplomowa / Thesis			
	Study year, semester			
	III year, 6 semester			
Level of study: first-cycle studies	**Course status**		**Language**	
	obligatory		English	
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										ECTS credits
lect ure	class es	Foreign language class	labor atory	works hop	semi nar	Practical classes		Intern ship	Othe r	3
					45	MCS M	Hosp ital			

Course aims:
Verification of student research intentions. Substantive and methodological support for students preparing their diploma theses/projects. Integration of knowledge and skills acquired by the student during the course of studies during theoretical classes and during classes shaping practical skills. Developing the ability to publicly present one's own theses and discuss them.

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:
Knowledge:	**P_W01** requirements for a diploma thesis in terms of content and editorial, as well as research methods
	K_W11
	P_W02 methods of obtaining information necessary for conducting business, including through the use of IT tools and information technologies
	K_W10
	P_W03 research and problem-solving methods in the scope of the topics covered by the seminar
	K_W11
Skills:	**Graduate can:**

	P_U01 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	
	P_U02 characterize the diploma thesis using an English-language multimedia presentation, paying attention to the selected issues	
	K_U09	
	P_U03 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	
	K_K04	

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

Assessment forms/ways of verification	
Subject learning outcomes	Assessment form

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

COURSE CARD

Institute: Legal and Social Sciences	Workshopy metodologiczne		Course code
	Methodological workshops		BBA.MVI.55.WM
	Module name in Polish		
Field of study: Business and Administration	Moduł VI. Praca dyplomowa / Thesis		
	Study year, semester		
	II year, semester 4		
Level of study: first-cycle studies	**Course status**		**Language**
	obligatory		English
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										ECTS credits
lectu re	class es	Foreign language class	labor atory	work shop	semi nar	Practical classes		Intern ship	Othe r	
					15	MCS M	Hosp ital			2

Course aims:

The course will prepare the student to write and present a diploma thesis in accordance with academic standards, the subject-specific diploma regulations, and formal conventions relating to academic texts, in particular academic texts in English.

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:** **P_W01** formal rules for writing a bachelor's thesis
	K_W11
	P_W02 legal principles governing intellectual property issues
	K_W10
Skills:	**Graduate can:** **P_U01** compose a written academic text in accordance with formal conventions and the subject-specific regulations for diploma examinations
	K_U09
	P_U02 find and use useful information in the text

	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)

Didactic methods
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.

Assessment forms/ways of verification	
Subject learning outcomes	Assessment form
P_W01 P_W02	workshop work: correction of incorrect text and analysis of errors
P_U01 P_U02	preparation of a text in English, according to the instructor's guidelines (essay, 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

COURSE CARD

Institute: Legal and Social Sciences	**Przygotowanie pracy dyplomowej i egzamin**		**Course code**
	Preparation of the diploma thesis and exam		BBA.MVI.56.PPDiE
	Module name in Polish		
Field of study: Business and Administration	Moduł VI. Praca dyplomowa / Thesis and English		
	Study year, semester		
	Year III, semester 6		
Level of study: first-cycle studies	**Course status**		**Language**
	obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	According to the study regulations – obtaining the appropriate number of ECTS points. It is recommended to pass all basic and major subjects which will help the student prepare the initial assumptions and concepts of the diploma thesis		

Forms of classes and number of hours									**ECTS credits**
lecture	classes	Foreign language class	laboratory	work shop	seminar	Practical classes		Intern ship	Samodzielna praca studenta	10
						MCSM	Hospital		300	

Course aims:
Preparing the student for independent research work

Intended learning outcomes /
Reference to general and/or specific learning outcomes specified in the education standard and/or directional learning outcomes

Knowledge:	**Student:** **P_W01** has knowledge of all the assumed learning outcomes for a given field (according to the course cards).
	K_W01 - K_W14
Skills:	**Student:** **P_U01** has skills in all the intended field-specific learning outcomes.

	K_U01 – K_U16	
Social competences:	**Graduate is ready to:**	
	P_K01 prepare independent research work and respect the importance of knowledge	
	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)

Didactic methods

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.

Assessment forms/ways of verification

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

COURSE CARD

Institute: Legal and Social Sciences	Internship I								Course code	
	Student Internship 1								BBA.MVII.57.PZ.I	
	Module name in Polish									
Field of study: Business and Administration	Moduł VII. Praktyka									
	Study year, semester									
	Year I, semester 2									
Level of study: first-cycle studies	**Course status**								**Language**	
	Obligatory								English	
	Name, surname, degree of the course instructor(s)									
Study profile practical										
	Prerequisites									
	Knowledge of English at B2 level									

Forms of classes and number of hours									ECTS credits

lecture	classes	Foreign language class	laboratory	workshop	seminar	Practical classes		Internship	Other	5
						MCSM	Hospital	150		

Course aims

Shaping language and social competences and skills such as teamwork, organization of own work, time management, responsibility for assigned tasks, timeliness of performing specific tasks. Using lexical knowledge and skills in using English in the implementation of practical projects in the field of language communication and work organization in a selected institution of the administrative sector.

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:** **P_W01** the specificity of professional tasks appropriate to the place of practice and the specificity of working in a team, including an international one
	K_W04, K_W08
	P_W02 concepts, structures, principles of linguistic communication and their practical application in professional activities
	K_W09

	P_W03 techniques and selected strategies for working with texts, including translation, editing and interpretation of formal documents, appropriate to the institution in which the practice is carried out	
	K_W09	
Skills:	**Graduate can:** **P_U01** communicate consistently on professional issues (using various communication channels) with superiors, colleagues, and non-specialist audiences (in Polish and/or English)	
	K_U09, K_U11	
	P_U02 assess the usefulness of various methods, procedures, and good practices for carrying out tasks and solving communication problems in a company/institution	
	K_U10	
	P_U03 effectively plan, organize and undertake communication activities, alone or in a group	
	K_U07	
Social competences:	**Graduate is ready to:** **P_K01** participate in communication situations while taking into account appropriate relationships in the professional environment	
	K_K05	

Program content	Subject learning outcomes
LECTURE -	
INTERNSHIP Learning the organizational and legal structure of the company/institution where the internship is carried out. Getting to know the scope of activities of individual organizational units and the principles of division of competences and forms of control over the implementation of tasks. Performing simple communication tasks and tasks related to the organization of the department, assigned by the employer (telephone conversations, writing e-mails, participating in planning the work of the department, etc.). Participating in the daily rhythm of the company's work, observing the activity of individual employees with whom the student has/may have contact, interactions on the superior-subordinate and co-worker-co-worker line, observing interpersonal communication processes in the company, their regularity and disruptions. Observing the activities undertaken by the internship supervisor and consulting with him, obtaining information and instructions necessary to perform assigned tasks. Organization of own and team work; cooperation in the team and social roles. Carrying out tasks in which knowledge of English can be used, such as making phone calls, obtaining information from the press, the Internet and other media, writing letters, forms, offers in English. Office work, participating in company meetings. The content program is an integral part of the specifics of the workplace where the student is doing the internship. The workplace therefore establishes a detailed program of professional internships and the scope of tasks 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: -
Exercises: observation, work with text, situational method, discussion, guided exercises
Recommended literature

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

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

COURSE CARD

Institute: Legal and Social Sciences	Internship II		Course code
	Student Internship II		BBA.MVII.58.PZ.II
Field of study: Business and Administration	**Module name in Polish**		
	Moduł VII. Praktyka		
	Study year, semester Year II, semester 4		
Level of study: first-cycle studies	**Course status**		**Language**
	obligatory		English
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										ECTS credits
lecture	class	Foreign language course	laboratory	workshop	seminar	practical classes		Internship	other	12
						MCSM	Hospital	360		

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
Knowledge:	K_W02, K_W04
	P_W02 theories and conditions of administrative and legal processes and structures of the public and private sectors

	K_W08
	P_W03 specialist terminology appropriate for the administrative and legal sector units in Polish and English
	K_W09
Skills:	**Graduate can:** **P_U01** correctly interpret and independently prepare in English typical documents used in legal and administrative institutions
	K_U09, K_U11, K_U12
	P_U02 efficiently use available information resources and independently access various sources using new technologies
	K_U10, K_U06
	P_U03 carry out practical projects in the scope of professional activity, planning your own and professional work and correlating it with the work of your colleagues
	K_U07, K_U05
Social competences:	**Graduate is ready to:** **P_K01** cooperate and work in a group, also in an intercultural team, while respecting the regulations regarding the protection of intellectual property
	K_K02, K_K05, K_K08

Program content	Subject learning outcomes
LECTURES -	
INTERNSHIP 1.Familiarization with the organizational and legal structure of the company/institution where the internship is carried out. 2. Familiarization with the applicable customer service standards. 3. Familiarization with the circulation of documents and basic decision-making procedures. 4. Performing basic administrative activities and office work at specific work stations, using IT technologies. 5. Preparing document projects in Polish and English (e.g. responses to legal inquiries) under the supervision of the company supervisor. 6. Creating data forms, summaries and reports for the use of the institution and translating them. The content program is an integral part of the specificity of the workplace where the student is doing the internship. The workplace therefore establishes a detailed program of professional internships and the scope of tasks at the time of sending the student to 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: -
Exercises: observation, work with text, situational method, discussion, guided exercises

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

Student workload	Number of hours full-time/part-time
Classes	360
Active participation in classes	
Preparation for classes	
Preparation for pass/fail	
Studying literature	
Total student workload in hours	360
ECTS credits	12
Contact	isp@ans.edu.pl

COURSE CARD

Institute: Legal and Social Sciences	Internship III		Course code
	Student Internship III		BBA.MVII.59.PZ.III
Field of study: Business and Administration	**Module name in Polish**		
	Moduł VII. Praktyka		
	Study year, semester		
	Year III, semester 6		
Level of study: first-cycle studies	**Course status**		**Language**
	Obligatory		English
	Name, surname, degree of the course instructor(s)		
Study profile practical			
	Prerequisites		
	Knowledge of English at B2 level		

Forms of classes and number of hours										ECTS credits
lectu re	class	Foreign language course	laborat ory	work shop	semi nar	practical classes		Intern ship	othe r	15
						MCS M	Hosp ital	450		

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

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:** **P_W01** technologies and IT tools necessary to carry out the tasks of the administrative and legal sector

	K_W10
	P_W02 theories and conditions of management processes in the public and private sectors
	K_W12
Skills:	**Graduate can:** **P_U01** conduct discussions and negotiations, implement projects related to the administrative, legal and business spheres
	K_U03, K_U07
	P_U02 select various methods and procedures for the analysis and implementation of tasks and solving problems in institutions of the legal, administrative and business sectors
	K_U02, K_U03, K_U08
	P_U03 manage his/her time, make commitments and meet deadlines, demonstrating effectiveness in implementing specific business and economic tasks
	K_U05, K_U15
Social competences:	**Graduate is ready to:** **P_K01** acting in an entrepreneurial manner, demonstrating creativity in business communication situations
	K_K01, K_K05, K_K08

Program content	Subject learning outcomes
LECTURE Not applicable	-
INTERNSHIP 1. Familiarization with the organizational and legal structure of the company/institution where the internship is carried out. 2. Familiarization with the applicable customer service standards in English. 3. Familiarization with the circulation of documents and basic decision-making procedures. 4. Carrying out tasks in HR, PR, TSL, retail banking, economy and accounting in direct contact with a foreign contractor. 5. Interpreting or translating business documents under the supervision of a company supervisor 6. Collecting data, analyzing it, reporting, creating letters, presentations and summaries in Polish and English. 7. Conducting correspondence in Polish and English. 8. Participating in meetings and business negotiations. The content program is an integral part of the specifics of the workplace where the student is doing the internship. The workplace therefore establishes a detailed program of professional internships and the scope of tasks at the time of sending the student to the internship.	P_W01 P_W02 P_U01 P_U02 P_U03 P_K01 (all subject learning outcomes are implemented in each course content)

Didactic methods
Lecture: -
Exercises: observation, work with text, situational method, discussion, guided exercises

Recommended literature
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 outcomes	Assessment form

P_W01 P_W02 P_W03 P_U01 P_U02 P_U03 P_K01	- submitting the required internship documentation: a contract, a completed internship diary in accordance with the assumed goals and effects of the internship, a report with a certificate of the completed internship, a survey for the employer and obtaining a positive assessment by the company internship supervisor - passing the internship by the university supervisor in oral form and on the basis of the prepared paper and media documentation, a report, mini-tasks, etc. (depending on the specifics of the 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