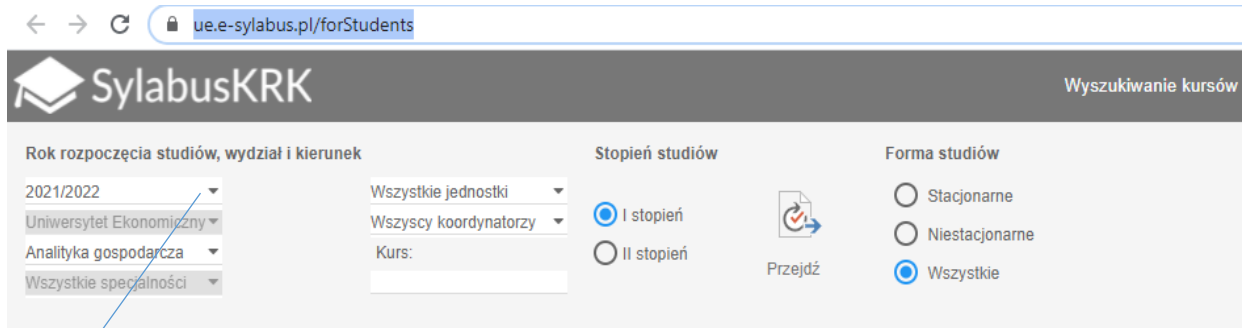


Instruction for getting access to syllabuses for Master and Bachelor courses provided in English

The link to the program is as follows: <https://ue.e-sylabus.pl/forStudents>

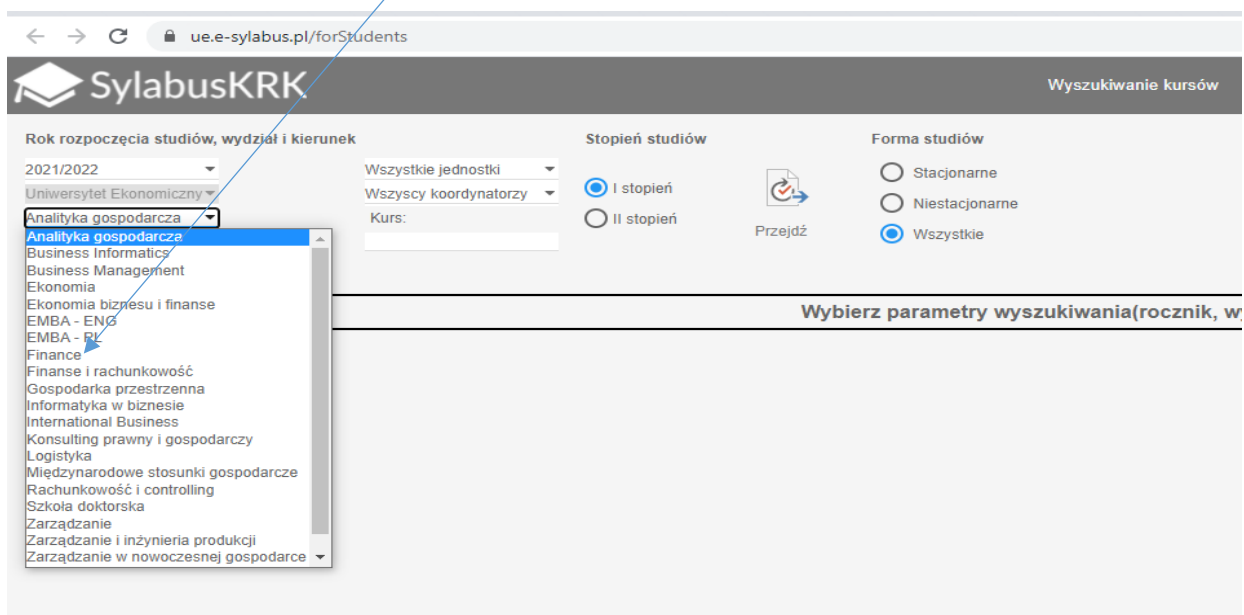
The content of the syllabuses is in English, however the headers and selection lists are all in Polish and, therefore, the instruction is meant to help you navigate.

When you click on the above link, you will see the following screen:



You click here to choose the academic year from the list. Syllabuses for the academic year 2022/2023 will be available soon.

Then, you choose the programme, for example, Finance:



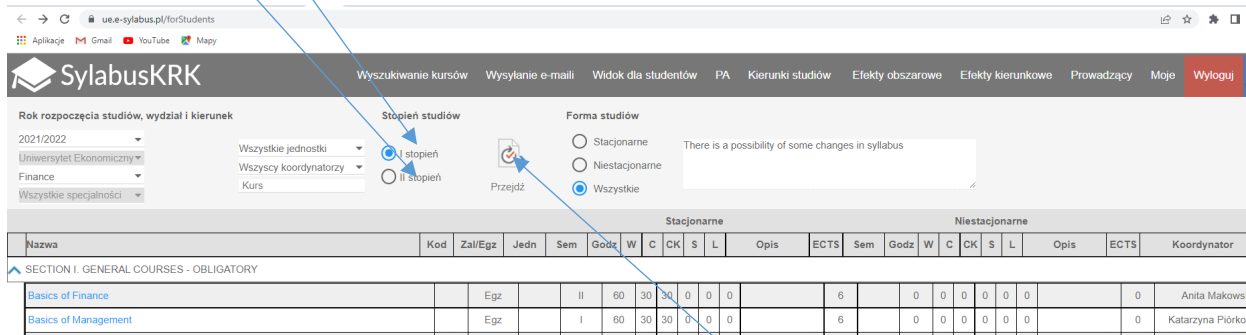
The list of programmes can be found in the Excel file with the offer of courses:

BI	Business Informatics
BM	Business Management
F	Finance
IB	International Business

The next thing you choose is the cycle of study:

I stopień – Bachelor

II stopień – Master

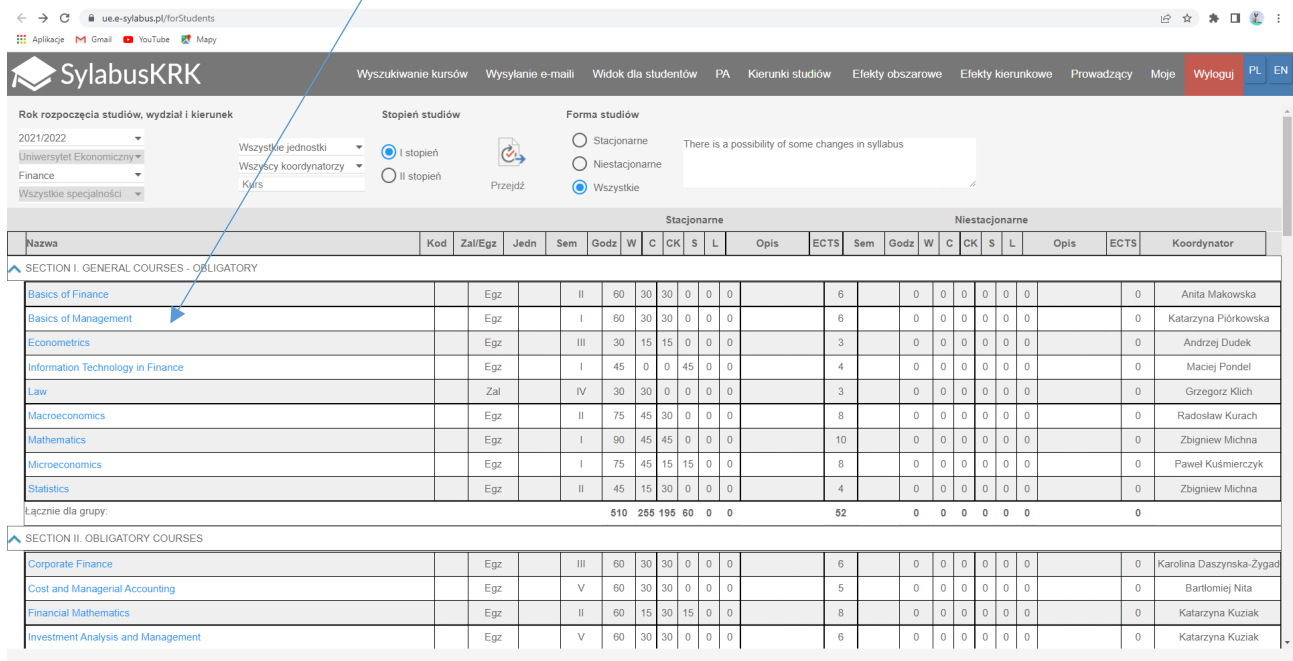


After choosing the programme and cycle you just click on 'Przejdź' (Go to).

For example:

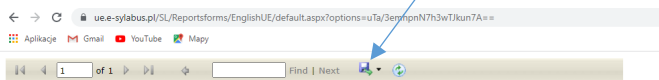
CODE	COURSE	ECTS	LEVEL	PROGRAMME	YEAR	SEMESTER
OFI/A00-S1-BMA1	Basics of Management	6	Bachelor	F	1	winter

For the above example, please choose the year 2021/2022, programme – 'Finance' and cycle – 'Bachelor' (I stopień). After clicking on 'Przejdź', you will see the following screen:




Click on the course name to edit its syllabus. It takes some time before the syllabus opens.

You can download the syllabus as a PDF (recommended), Word or Excel file.
 An example part of the syllabus is presented below:



Course syllabus: **Basics of Management**

Print date: 16.05.2022
 Year: 2021/2022
 Field: Finance



Description of the course

The course presents the basic issues connected with managing organizations considering an international perspective. It is concentrated on the management process and its functions (tasks) and concerns the selected determinants of effective and efficient management.

Basic information

English name:	Basics of Management	Class form	Hours	Semester	ECTS points
Course code:		Lectures	30/0	II-	6.0/0.0
Course status:	Obligatory	Tutorials	30/0	II-	
Coordinator:	Katarzyna Piórkowska	Computer lab	0/0	-/-	
Syllabus author:	Katarzyna Piórkowska, Janusz Lichtarski	Seminar	0/0	-/-	
Study level:	1	Science lab	0/0	-/-	
Semester:	I	Form of credit:	Exam		
Form of study:	Full-time	Prerequisites	Course-related Intende Learning Outcomes High school curriculum		

Teaching methods

presentations, lecture frameworks to be completed during the lecture, discussions and talks, online and traditional practical exercises supporting theoretical views, quizzes, managerial games and exercises, projects and case studies, working with the text, biography to read

Effects and goals

Learning objectives for the course

Code	Description
C1	Transferring the knowledge about the essence of managerial work, including an international perspective and ethical issues
C2	Transferring the knowledge about the process (tasks) of management
C3	Transferring the knowledge about the factors (external and internal) determining effective and efficient management

Intended Learning Outcomes for the Course

Knowledge

Symbol	Description	ILO	Objectives
W1	A student knows appropriate terminology in terms of management fundamentals.	K_W04, K_W08, K_W10	C1, C2, C3
W2	A student understands the essence of managing organizations in terms of management tasks, including an international perspective and ethical issues.	K_W04, K_W08, K_W10	C1, C2, C3
W3	A student recognizes factors determining the effectiveness and efficiency of the management process.	K_W04, K_W08, K_W10	C1, C2, C3
W4	The student knows the full-text and economic library databases useful in management.	K_W04, K_W10	C1, C2, C3

Skills

Symbol	Description	ILO	Objectives
U1	A student can use appropriate terminology in terms of management fundamentals.	K_U05, K_U06	C1, C2, C3
U2	A student manages to create the management process, including an international perspective and ethical issues.	K_U05, K_U06	C1, C2, C3
U3	A student is capable of defining the determinants of effective and efficient management.	K_U05, K_U06	C3
U4	The student can use the full-text and economic library databases useful in management.	K_U05, K_U06	C1, C2, C3

Social competences

Symbol	Description	ILO	Objectives
K1	A student reveals the commitment to the social and organizational problems of organizations.	K_K03	C2
K2	A student works well in teams and effectively communicates with the team members.	K_K03	C1, C2, C3
K3	A student fulfills a leader and liaison function in analysing and creating the process of management.	K_K03	C1, C2
K4	A student reveals flexible behaviour in selecting methods of creating the process of management.	K_K03	C1, C2, C3