

Wschodnioeuropejska Akademia Nauk Stosowanych w Białymstoku

(Eastern European University of Applied Sciences in Białystok)



Course Catalogue

Academic Year 2023/2024
WINTER SEMESTER

It consists:

- modules name
- numer of ECTS
- description of each module

	Courses	
No.	winter semester	ECTS
1	Microeconomics	5
2	Computer Study	4
3	Principles of Management	5
4	Accounting	5
5	International Economic Relations	4
6	Company Evaluation	4
7	Law	5
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Subject: MICROECONOMICS	ECTS: 5
Degree: Bachelor	Language: English
Academic Year: 2023/2024	Semester: winter
Course aims: <ul style="list-style-type: none"> • to understand the fundamental microeconomic problems, • to familiarise the students with the analytical methods and tools used by economists, 	
Course results: Students will be able to understand basic microeconomic terms (production possibility curve, market, demand, supply, elasticity, cost of production, types of competition, total and marginal utility)	
Teaching methods: Lecture and exercises (discussion, case studies etc.)	
Program of the course: <ol style="list-style-type: none"> 1. Introduction to the study of Economics. 2. Scarcity and Economic Choice. 3. The laws of demand and supply. 4. Elasticity of demand and supply. 5. The market system and resource allocation. The private sector. The public sector. 6. Consumer choice and demand. 7. Producer choice - cost of production and economic profit 8. Monopoly and economic inefficiency. 9. Imperfect competition and perfect competition – conduct and performance. 10. Competitive markets and efficiency. 	
Effects of education: Students have basic knowledge and understanding of the fundamental microeconomic problems	
Assessment 2 tests - only exercises (15 points each) + final exam: (multiple choice questions, fill in questions, True or False questions)	
Basic literature: <ol style="list-style-type: none"> 1. Bradley R. Schiller, The Economy Today, McGraw-Hill, Inc., New York 2. McConell, Brue, Microeconomics, McGraw-Hill, Inc. 3. H. Kohler Microeconomics 4. Roger Arnold, Microeconomics 	
Additional literature: R. Bingham, W. Walstad, Study Guide to Accompany McConnell & Brue	

Subject: Computer Studies	ECTS: 4
Degree: Bachelor	Language: English
Academic Year: 2023/2024	Semester: winter
Course aims: The aim of the course is to gain practical skills in computer file management, editing text documents, spreadsheets, databases and the Internet.	
Course results: Learning outcomes - students within the subject acquire the ability to use typical applications for processing information. For each of the learned computer programs, part of the classes will be used to adjust the program to the needs of the user, the exchange of data with other applications and capabilities automate some operations eg. Use of styles and templates. The knowledge gained in the classroom will effectively collect and store information, analyze data and use information technologies in decision-making.	
Teaching methods: The classes with the use of specialized software in the system Moodle Forms Assessment: graded credit Passing an e-exercises based on tasks performed using specialized software	
Program of the course: 1. Introduction to information technology 2. Basic operations in a text editor 3. Mail Merge in a text editor 4. Analysis of the data in a spreadsheet 5. Features include a spreadsheet 6. The database in a spreadsheet 7. Creating presentation materials 8. Use of the Internet	
Effects of education: He knows the standard tools for collecting, analyzing and presenting economic and social data He can use the resources obtained from the databases and information systems on the Internet and apply appropriate presentation techniques using Microsoft Office PowerPoint He is aware of the level of their knowledge and skills and understands the need for continuous learning, due to the dynamics of market processes and social changes in the world	
Assessment: Graded credit	
Basic literature: 1) Harasiewicz- Mordasewicz A., <i>Excel 2007</i> , Oficyna Wydawnicza Uczelni Łazarskiego, Dom Wydawniczy Elipsa, Warszawa 2010 Additional literature: 1) Siemieniuk N., Rytelowska K., Siemieniuk T., <i>Materiały do wykładów i ćwiczeń</i> , http://www.estudia.wsfiz.edu.pl	

Subject Principles of Management	ECTS: 5
Degree: Bachelor	Language: English
Academic Year: 2023/2024	Semester: winter
Course aims: The course shall provide students with the basic theories and concepts that are involved in management. The main objective of the programme is to enable students to understand the various aspects of management process.	
Course results: Students will know importance of planning, organizing, motivating and empowering people, leading and controlling in management process. As students should be able to apply knowledge on the job, exercises - through case studies - will give them opportunity to use theoretical principles in practice	
Teaching methods: Theories and concepts explained in practical manner, by using case study and other examples.	
Program of the course: I. Introduction to management <ol style="list-style-type: none"> 1. The essence of organizations 2. Process of management : planning, organizing, leading, controlling 3. Roles of managers 4. Managerial skills II. Evolution of management theory <ol style="list-style-type: none"> 1. Classical management theory: Scientific management, Bureaucratic management, Administrative management 2. Human relations movement 3. Quantitative management: Operations management, Management information systems 4. Systems approach: Systems theory, Contingency theory 5. Contemporary management III. Planning <ol style="list-style-type: none"> 1. Types of plans 2. The planning hierarchy: strategic planning, tactical planning, operational planning 3. Goals optimisation 4. Management by objectives IV. Decision making <ol style="list-style-type: none"> 1. The nature of decision making 2. Steps in decision making 3. Managing groups in organizations V. Organizing <ol style="list-style-type: none"> 1. Organizational structures 2. Division of work: horizontal job specialization, vertical job specialization, job enlargement, job enrichment 	

3. Departmentalisation: functional, product, geographic and customer pattern
4. Line and staff issues
5. Delegation of authority
6. Centralization versus decentralization

VI. Managing human resources

1. Human resource planning
2. Recruitment
3. Selection
4. Training and development
5. Labour relations

VII. Motivation

1. Essence of motivation
2. Motivation theory
3. Motivational techniques and programs

VIII. Controlling

1. The control functions
2. Types of controls
3. Toward effective control
4. Production and operations management control: Total Quality Management

IX. Managing organizational conflict

1. Causes of conflict
2. Types of conflict
3. Methods of solving conflicts
4. Conflict as a source of changes in organization
5. The nature of organizational change

X. Social and cultural characteristics of effective organizations

1. Organizational culture
2. Culture creation
3. The ways employees learn their organization's culture: stories, rituals, material symbols, language
4. Organization culture versus national culture: cultural differences in human behavior
5. Business ethics

Assessment

Student should write two tests, prepare a project and presentation and actively participate in the exercises.

Basic literature:

1. Griffin R.W., *Management*, Boston: Houghton Mifflin Company
2. Robbins S. P., *Managing Today*, New Jersey Prentice Hall International

Additional literature:

1. Evans D., *Management Gurus*, England Pearson Education Limited

Subject: Accounting	ECTS 5
Degree: Bachelor	Language: English
Academic Year: 2023/2024	Semester: winter
Course aims: Presentation of accounting as a system of reflection of economic activity defined by legal norms, science and tradition that make up the accounting rules applicable in a given country. Acquainting students with the specificity of the language of describing the activities of economic units. Presentation of the system of collecting, valuation, classification and records of economic operations in special record sets called books of accounts.	
Course results: Free use of the conceptual aggregate of accounting. Conducting the necessary settlements and aggregation of data in order to prepare financial statements presenting a complete, credible, reliable and verifiable picture of the property and financial situation of economic entities.	
Teaching methods: Classes in the form of tutorials with the active participation of students. Empirical examples in relation to the presented issues.	
Program of the course: <ol style="list-style-type: none"> The nature and purpose of accounting <ul style="list-style-type: none"> Basic financial statements - balance sheet - income statement Current assets <ul style="list-style-type: none"> - cash and cash equivalents - receivables Accounting for merchandising operations Inventory and cost of sale <ul style="list-style-type: none"> Inventory costing methods Operational assets - property, plant and equipment <ul style="list-style-type: none"> Intangible assets Depreciation Measuring and reporting liabilities <ul style="list-style-type: none"> - current liabilities - long-term liabilities Measuring and reporting owners' equity 	
Effects of education: Studying this subject helps students to understand, apply, analyse and evaluate accounting information to help decision-making in business and communicate information to stakeholders. These transferable skills are an ideal foundation for further study and a career within accounting or related professions.	
Assessment: Activity and attendance - 20% of the grade Written test on theoretical and practical issues - 60 minutes - 80% of the mark	

Basic literature:

1. J.J. Weygandt, D.E. Kieso, P.D. Kimmel, Financial Accounting, John Wiley & Sons, Inc., 2020
2. D.E. Kieso, J.J. Weygandt, Intermediate Accounting, John Wiley & Sons, Inc. , 2017

Subject: International Economic Relations	ECTS 4
Degree: Bachelor	Language: English
Academic Year: 2023/2024	Semester: winter
Course aims: to understand the fundamental international problems, deal with important contemporary topics such as foreign trade, capital flows, monetary policy and exchange rates and issues in globalization.	
Course results: one of the most important objectives of the course is to bring an international dimension to the students' abilities to analyze economic phenomena. Students will be able to understand basic terms connected with international cooperation.	
Teaching methods: Lecture and exercises (discussion, case studies etc.)	
Program of the course: Introduction and Basic Theories of trade Absolute and Comparative advantage Modern trade theory International economy and globalization. International trade and economic growth. International factor movements. Exchange rate. Exchange rate determination. International monetary system. Challenges of globalization. Economic Growth and Development	
Educational outcome Student, participating in the course of International Economics Relations, acquires also abilities to analyse by himself economic phenomena and processes in international dimension.	
Assessment: Exam + project	
Basic literature: Salvatore D., Introduction to International Economics, A First Edition, John Wiley and Sons, Inc., New York Additional literature: Carbaugh R.J., International Economics, XI ed., Thomson South Western College Publishing, Cincinnati, Ohio Handouts	

Subject: Company Evaluation	ECTS 4
Degree: Bachelor	Language: English
Academic Year: 2023/2024	Semester: winter
Course aims: Understanding the sense of company evaluation. Using business plan as a main tool of company evaluation. Business plan as a strategy document in a company.	
Course results: Student knows: <ul style="list-style-type: none"> • The role and idea of company evaluation • The definition of business plan • The stages of business plan preparing process • The structure of business plan • The attributes of well made business plan • The characteristic of main marketing and market strategies • The strategy of: product, price, distribution and promotion 	
Teaching methods: Lessons will be a combination of lectures, interactive class discussions and group works.	
Program of the course: <ol style="list-style-type: none"> 1. The analyze of business plan definition, the sense of BP, the process of BP creation. 2. The structure of business plan. The rules of business marketing plan in industry; the attributes of well made business plan. 3. The analyse of chosen marketing strategies. 4. Characteristic of product strategies 5. Characteristic of price strategies. 6. Characteristic of distribution strategies. 7. Characteristic of promotion strategies. 	
Effects of education: <ul style="list-style-type: none"> • students understand the structure and content of a business plan, including the reasons for the structure and content; • students can prepare a first draft of their own business plan; 	
Assessment: Project – to prepare own Business Plan	
Basic literature: <ol style="list-style-type: none"> 1. Ph. Kotler, Marketing Management, Prentice Hall International, New Jersey 2. J. C. Subhash, Marketing. Planning & Strategy, South – Western College Publishing, Ohio 3. Selected materials prepared for students 4. Ph. Kotler, Principles of Marketing, Prentice Hall International, New Jersey 5. I. MacKenzie, Managament and Marketing, Ian MacKenzie Hove 	

Subject: Law	ECTS: 5
Degree: Bachelor	Language: English
Academic Year: 2023/2024	Semester: winter
<p>Course aims: The aim of the course is: to equip students with knowledge and competences allowing for: interpretation of the role of law in the state and society and its influence as on the hierarchy of sources of law, interpretation of the content of systemic principles and relations between them, understanding of the location and role of state authorities and the principles and procedures of their functioning and their mutual relations, evaluation of the practice of the main organs of the state, making use of the fundamental institutional and procedural guarantees of individual rights and freedoms in a democratic state.</p>	
<p>Course results:</p> <p>In terms of knowledge:</p> <ol style="list-style-type: none"> 1. The student knows and understands the terminology of the legal order in a democratic state at an advanced level; 2. The student knows and understands at an advanced level - state systems, structures and institutions and their tasks in the state, <p>In terms of competences:</p> <ol style="list-style-type: none"> 1. The student is able to use the knowledge he / she has in order to find and select the sources of national law (legal acts, doctrine, and jurisprudence) and information, evaluate, critically analyze and synthesize this information and use it in practical activities; 2. The student is able to communicate in the professional environment and other environments, formulating his own views on the functioning of state institutions, especially in the context of administration, using various sources and methods of their presentation; 3. The student is ready to critically assess the acquired knowledge of law in independently solving problems related to management or administration in company structures. 	
<p>Teaching methods: Traditional - classes organized at the university, or in a remote form with the use of multimedia presentations and with the use of methods activating students.</p>	
<p>Program of the course:</p> <ol style="list-style-type: none"> 1. The concept and functions of the Constitution, 2. Principles of the state system, 3. The constitutional status of an individual, 4. The constitutional concept of the sources of law, 5. The relationship between international, EU and national law, in particular the Constitution, 6. Election law, 7. Legislative power and its organs, 8. Executive power and its organs, 9. Judicial power and its organs, 10. Control of the constitutionality of the law, 11. Constitutional responsibility, 12. Protection and legal control authorities, 13. Principles of application of EU law. 	
<p>Assessment: The verification of learning outcomes will be based on the assessment of the individual exam work:</p> <p>5.0 (A) - the assumed learning outcomes have been achieved, with possible single inaccuracies that are irrelevant for the achievement of individual outcomes;</p>	

4.5 (B) - the assumed learning outcomes were obtained with a few errors;

4.0 (C) - the assumed learning outcomes have been obtained with a number of errors and /or individual gaps;

3.5 (D) - the assumed learning outcomes were obtained with significant errors and /or gaps;

3.0 (E) - the assumed learning outcomes have been obtained with significant errors or gaps (the minimum required level, accepted by the academic teacher);

2.0 (F) - the assumed learning outcomes have not been achieved.

Basic literature:

1. Garlicki L., Polish constitutional law. The outline of the lecture, Warsaw 2018, publ. 5.

Additional literature:

1. J. Barcz (ed.), The System of the European Union, Warsaw