

## Faculty of Administration and Economics – summer semester

| Name of subject                         | Field of study | Form of classes                              | ECTS points | Short summary  |
|---|----------------|--|-------------|--|
| Legal English (S&N)                     | Administration | Auditorium classes                           | 4           | The study program is designed to teach students the skill in searching for the wright English equivalentents of the Polish concept currently used in constitutional law, civil law, penal law and procedure. The emphasis is laid on good understanding of some contracts such as partnership, donation, lease, loan, sale, life annuity etc. The course prepares the students to be capable of formulating typical writs and pleadings, particularly those with the use of Subjunctive Mood: e.g. I insist (require, request, demand) that something be done (the compensation be awarded, the relief be granted, the claim be dismissed, the contract be declared null and void etc.). |
| Management Basics (S&N)                 | Economics      | Lecture/Auditorium classes/<br>IT Laboratory | 1           | The contents of subject allow student to acquire the knowledge of the evolution of management theory, and modern concept of company management; Thanks to acquired knowledge, skills and social competence the student can specify the determinants of the creation of company and the scope of its activities, to plan organizational structure, to build a strategy and make decisions about the directions of the company development; Student can also detect the need for self-development and use acquired during classes skills of cooperation in the group work.   |
| Foreign Language 2 (Business English 2) | Economics      |  | 2           | During the course four language skills are developed: listening comprehension, reading   |

## Faculty of Administration and Economics – summer semester

|                                   |             |  |             |   |
|-----------------------------------|-------------|--|-------------|---|
| - S&N)                            |             |  |             | comprehension, speaking, writing, Listening comprehension allows students to get acquainted with using the language in natural conditions, with pronunciation, accentuation, intonation. Reading comprehension is manifested in the ability to search for specific information, or to understand the general meaning of the text. Speaking is the ability to participate in a dialogue requiring a direct exchange of information on familiar topics, using a series of phrases and sentences necessary to participate or keep the conversation on the given topic, relation of events, describing people, objects, places, presenting and justifying own views. The ability to write refers to expressions of thoughts, written opinions considering grammar and spelling rules, adapting language and form of the situation. It manifests in drafting a letter, an e-mail, an essay, a paper, a report, short and easy notes or news resulting from the immediate needs. (tłum. DWZZ) |
| English for Tourism 2 (S)         | Economics   | Foreign language course                        | 2           | <b>BRAK TEKSTU</b>  |
|                                   |             |  |             |   |
| Organisation and Management (S&N) | Social Work | Lecture<br>Auditorium classes<br>IT Laboratory | 1<br>2<br>1 | The aim of the course is:<br>1) familiarize students with the principles of organization and management functions,<br>2) presentation of the rules and the acquisition of the ability to apply appropriate methods and techniques for making decisions;<br>3) development of the ability to find necessary information, analysis, synthesis and reasoning, active participation in the discussion, argumentation expressed and presenting them, as well as building knowledge around the problem,   |

## Faculty of Administration and Economics – summer semester

|                                    |             |               |   |   |
|------------------------------------|-------------|---------------|---|---|
|                                    |             |               |   | self-organization and regularity and team work.   |
| Simulated Social Cooperative (S&N) | Social Work | IT Laboratory | 3 | The curriculum includes, in practical terms, the topics of social cooperatives, as well as the role and basic functions of social cooperatives. The main emphasis was placed on providing comprehensive, theoretical and practical knowledge about the cooperative environment, cooperative principles and values, and showing a social cooperative as one of the forms of social entrepreneurship. |