

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: PolSam**

## COURSE CARD (syllabus)

Course name: <b>Economics</b>		
Type of studies: <b>daily/extramural</b>	Semester: <b>first</b>	
Type of course units: <b>lecture, seminars</b>	Teachers: Dr Nelly Daszkiewicz; Dr Julita Wasilczuk; Agnieszka Lewandowska, MSc; Beata Pawłowska, MSc	
<b>Goal:</b> make students acquainted with main issues of contemporary economics; make students understand the meaning and mutual relations between economic categories; make students understand and able to interpret contemporary macroeconomic processes.		
<b>Requirements:</b> knowledge of main economic categories and rules, as well as macroeconomic; <b>Preceding courses</b> – none.		
No.	Specification	Tasks to be performed by students
1.	Key terms and subject of Macroeconomics. Macroeconomic problems	
2.	Money	
3.	Banks and banking system	
4.	Inflation and deflation	
5.	Measurement of national product. National product determinants	
6.	Budget and fiscal policy	
7.	Economic cycles. Main trends of contemporary economics relating to inflation and unemployment	
8.	International currency system	
<b>Evaluation and credits:</b>		
<i>The course ends up with:</i> seminar – credits + examination: semester paper (40%); test (60%)		
<b>Textbook:</b>		
1. Milewski R., <i>Podstawy Ekonomii</i> , PWE, Warsaw, 1998 (Fundamentals of Economics)		
<b>Supplementary literature:</b>		
1. Begg D., Fisher S., Dornbusch, <i>Ekonomia</i> v.1, PWE, Warsaw, 1995 (Economics)		
Author of the syllabus: Dr Nelly Daszkiewicz, WSZ Kwidzyn; Gdańsk Technical University Dr Julita Wasilczuk, Gdańsk Technical University		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: INFO, FIR, PS**

## COURSE CARD

(syllabus)

Course name: <b>Information Technology (IT)</b>		
Type of studies: <b>daily, extramural</b>	Semester: <b>1</b>	
Type of course units: <b>lecture, seminars</b>	Teachers: <b>Dr Marek Markowski</b> Andrzej Horyd, MSc, Jacek Borowski, MSc, Marek Luliński, MSc, Wiesław Kita, MSc, M. Paciorek, MSc	
<b>Goal:</b> <i>Make students acquainted with main terms of the course, computer construction, software, information technologies, expanded networks and IT systems used at business entities and institutions.</i>		
<b>Requirements:</b> <i>During the classes, students are obliged to acquire theoretical knowledge precisely defined under the course specification. They have to attend lectures and get acquainted with recommended literature. During seminars, students get acquainted with selected office software systems, applications used to search for information in the Internet. They should be able to use such software for office purposes, as well as to solve economic problems.</i>		
No.	Specification	Tasks to be performed by students
1.	Information society, changes resulting from the application of information technologies, social generations	
1.	Corporate policy, IT supports (adjustment of IT solutions to corporate policy), learning organisations	
2.	IT as science dealing with information processing (data, information, information processing, IT, knowledge). Functional structure of computer system (central unit, input/output equipment, external memory, operating rules). Computer set-up.	
3.	Software, classification (definition of software, types of software). Specification of system software (operating systems, network and multi-access software, conversation applications and working environments, system and antivirus tests, programming language translators)	
4.	Specification of utility software supporting economic problem solving (word processors, spread sheets, data bases, presentation graphical packages, integrated packages, Internet browsers).	
5.	Expanded networks – Internet, network services, tools to explore network information, use of Internet in business entities	
6.	Structure and specification of utility software (software supporting the work of engineers, public administration, scientists, economists, educational software, geographical information systems)	
7.	Information systems at organisations (information system model, transaction systems, office automation systems, management information systems, decision support systems, expert systems, e-business, virtual organisations)	
8.	IT technologies at organisations (IT technology equipment and systems, multimedia systems).	
9.	Problems relating to IT system development: - establishment of IT systems (system life cycle, prototypes, application	

	generators, application packages, information centre approach); - algorithms and heuristics approach (definition of algorithm and heuristics, forms of presentation)	
10.	Artificial intelligence and future IT trends.	
<p><b>Evaluation and credits:</b>  <i>Seminar credits:</i>  <i>homework – 30%</i>  <i>tests - 70%</i>  <i>Written test examination</i>  <i>Credits to be granted in accordance with rules applied by WSZ Kwidzyn</i></p>		
<p><b>Textbooks:</b></p> <ol style="list-style-type: none"> <li>1. Beynon-Davies P., <i>Inżynieria systemów informacyjnych</i>, WNT, Warsaw 1999 (IT system engineering)</li> <li>2. Pańkowska M. <i>Zarządzanie informacją</i> (Information management)</li> <li>3. Adamczewski P., <i>Zintegrowane Systemy Informatyczne w praktyce</i>, Mikom, Warsaw 2000 (Integrated IT systems in practice)</li> <li>4. Kisielnicki J., Sroka H., <i>Systemy informacyjne biznesu</i>, Placet, 2004 (Business IT systems)</li> <li>5. Sokół M., Kunowski M., <i>Internet</i>, Helion, Gliwice.</li> <li>6. Parlińska M., <i>Dystrybucja informacji w wirtualnym środowisku</i>, SGGW, Warsaw 2002 (Distribution of information in the virtual environment)</li> </ol> <p><b>Supplementary literature (for laboratory classes):</b></p> <ol style="list-style-type: none"> <li>1. Koba G., <i>Technologia informacyjna dla szkół ponadgimnazjalnych</i>; Migra (IT technology for secondary schools)</li> <li>2. Sokół M., <i>Windows XP</i>, Helion, Gliwice 2003;</li> <li>3. Mendrala D., Szeliga M., <i>Access</i>, Helion, Gliwice 2003;</li> <li>4. Groszek M., <i>Excel</i>, Helion, Gliwice 2003;</li> <li>5. Kowalczyk G., <i>Word</i>, Helion, Gliwice 2003;</li> </ol> <p><b>Magazines:</b> Computerworld; Teleinfo; Enter; PC Kurier; Systemy IT; PC Format.</p>		
Author of the syllabus: Dr. Marek Markowski, UG, WSZ Kwidzyn		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: PolSam**

## COURSE CARD

(syllabus)

Course name: <b>Introduction to Theory of State and Law</b>		
Type of studies: <b>daily / extramural</b>		Semester: <b>first</b>
Type of course units: <b>lecture</b>		Teacher: <b>Izabela Sierocin, MSc</b>
<b>Goal:</b> make students acquainted with the knowledge concerning the state, theory of establishment, state structures and application of rules and mechanisms of legal regulations, as well as the knowledge of tools allowing for correct law reading.		
<b>Requirements:</b> during the classes, students are obliged to acquire theoretical knowledge specified herebelow. They have to attend lectures and get acquainted with recommended literature.		
No.	Specification	Tasks to be performed by students
11.1.	Definition of the state, political, independent, obligatory, territorial organisation, sections of jurisprudence, theories of state establishment, state authorities, division of authorities. Classification of states, typology of states. Legal structure of states, political regimes, political systems. Functions of states, mechanisms of power.	
12.	General knowledge of law. Objective and subjective law. Law versus moral, social, religious, organisational, technical standards. Main types of sanctions (penal, enforcement, invalidity, application and observation of law). Sources of law according to the Polish Constitution. Legal acts, normative acts, collision of legal regulations. Systematics of law.	
13.	Constitutional law. Constitution of the Republic of Poland. Division of authorities into three groups. Sejm – organisation. President. State Tribunal. Constitutional Tribunal. Judiciary and its organisation.	
14.	Administrative law – essence and subject. Legal and administrative relation. Administrative act. Administrative proceedings and its stages. Enforcement proceedings, recovery of financial receivables. Recovery of non-financial receivables.	
15.	Criminal law. Sources of criminal law, scope of criminal law application. Definition of a crime and types of crimes. Causality. Fault. Forms of crimes. Circumstances excluding criminal liability. Types of penalties and penal means. Return to crimes. Probation means. Amnesty. Abolition.	
16.	Civil law – general part, substantive law. General issues, definition and role, civil law division. Sources of civil law. Civil and legal relationship. Subjective law. Individuals. Legal capacity to perform legal activities. Legal persons, definition, types, authorities. Legal activities. Premises for the validity of statements of will. Drawbacks and interpretation of statements of will. Substantive law – definition and types. Ownership and co-ownership rights. Acquisition and loss of ownership rights. Perpetual usufruct. Limited substantive rights – definition and types. Ownership and its types.	

17.	Civil law – obligations, inheritance law. Civil liability, damage, definition and methods of repairing. Agreement – definition and types. Preliminary agreement and additional covenants. Negative pledges. Liability for own acts and acts of other persons. Liability for animals and things. Inheritance law – definition. Inheritance. Statutory inheritance and testament. Testament and its types. Legitim.	
18.	Civil law. Civil proceedings. Jurisdiction. Main types of proceedings. Proceedings and their stages. Evidence. Court judgments and appeals. Securing proceedings. Family law, subject and source. Marriage. Rights and obligations of spouses. Marital property system. Termination of marriage. Child origin – fatherhood and motherhood. Relations between parents and children. Custody. Maintenance obligation.	
19.	Labour law. Principles of labour law. Employment relationship, definition, types, content. Employment contract and its types. Employment contract versus civil and legal agreements (specific work orders). Conclusion of employment contracts. Termination of employment contracts subject to notice. Remuneration, basic, regulations. Expiry of employment contracts. Material liability of employees. Annual leaves. Financial law. General issues. Budget law. Financial management of municipalities. Tax, definition and construction. Systems of taxes and charges in Poland. Custom duties – definition and types. Fiscal and commercial custom duties.	
<b>Evaluation and credits:</b> <i>The course ends up with:</i> <ul style="list-style-type: none"> <li>- credits based on a semester paper,</li> <li>- written examination..</li> </ul> <i>% share: semester paper- 40%; examination - 60%</i>		
<b>Textbooks:</b> <ol style="list-style-type: none"> <li>1. W. Siuda "<i>Elementy Prawa dla ekonomistów</i>" Scriptum, Poznań (Elements of law for economists)</li> <li>2. A Redelbach "<i>Wstęp do prawoznastwa</i>" Wyd. Naukowe UAM, Poznan (Introduction to jurisprudence)</li> <li>3. Jolanta Jabłońska-Bońca "<i>Podstawy prawa dla ekonomistów</i>" Wyd. Prawnicze LexisNexis Warsaw 2002 (Fundamentals of law for economists)</li> </ol> <b>Supplementary literature:</b> <ol style="list-style-type: none"> <li>1. A. Wolter "<i>Prawo cywilne zarys części ogólnej</i>" PWN Warsaw (Civil law - general part)</li> <li>2. W. Czachurski "<i>Zobowiązania - zarys wykładu</i>" PWN, Warsaw (Liabilities – lecture outline)</li> <li>3. J. Ignatowicz "<i>Prawo rzeczowe</i>" PWN, Warsaw (Substantive Law)</li> <li>4. U. Jackowiak "<i>Prawo Pracy</i>" Wydawnictwo Prawnicze "Lex" Sopot (Labour Law)</li> </ol>		
<b>Author of the syllabus:</b> Izabela Sierocin, MSc; Provincial Office in Gdańsk	<b>Notes:</b>	

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality; FIR, PolSam, INFO**

## COURSE CARD (syllabus)

Course name: <b>Business Law</b>		
Type of studies: <b>bachelor's, daily and extramural</b>	semester: <b>2</b>	
Type of course units: <b>lecture</b>	<b>Teacher:</b> Robert Węgrzyn, MSc	
<b>Goal:</b> make students acquainted with legal regulations for entrepreneurs, including types, establishment and broadly understood application thereof.		
<b>Requirements:</b> During the classes, students shall acquire theoretical knowledge specified herebelow. They shall attend lectures and get acquainted with recommended literature.		
No.	Specification	Tasks to be performed by students
1.	Business trading. Methods of regulation, properties. Business (commercial) law and its sources. Contractual law, habit. Collisions of legal sources. Entrepreneurs and their rights. Legal entities, individuals and units not having legal personality. Enterprise – functional, subjective and objective meaning. Enterprise versus production plant. Types of companies by forms of organisation. Forms of business concentration. Business activity law – principles for establishing and performing business activity. Business activity subject to concessions and permits. Branches and agencies of foreign entrepreneurs. Definition of small and medium-sized businesses. Paraeconomic entities.	
2.	National Court Register Act. Business register and other registers. Entrepreneur's obligations under the National Court Register Act. Registration procedure.	
3.	Companies and their types. Commercial companies and civil-law partnerships. Private and capital companies. One-man companies. Names of commercial companies. Proxy. Civil-law partnerships. Open partnerships. General specification and legal status. Establishment of a company. Registration. Status of a company. Liquidation and dissolution of a company. Partnership, limited partnership. Legal status. Activities of partnership (shareholders, assets, management, representation). Liability for the partnership's obligations. Liquidation and dissolution of a partnership. Limited liability company. General specification. Establishment. Shares. Rights and obligations of shareholders. Authorities. Accounting. Exclusion of a shareholder. Merger of companies. Liquidation and dissolution of a limited liability company. Transformation of limited liability and joint stock companies.	
4.	State-owned companies. General specification. Commercialisation and privatisation – main issues. Other State-owned companies. Banks. General specification, types. Banking activities. Insurance activities. Commercial chambers and professional business self-governments. Co-operatives. Definition and types. Establishment. Members, their rights and obligations. Authorities. Representation. Assets and liability. Liquidation and transformation. Co-operative unions and self-government. Savings and credit co-operatives.	
5.	Commercial agreements – sales agreement, contract, agency agreement, commission sales agreements, storing agreements – definition and key regulations. Bank agreements - key regulations. Bank account agreement. Loan agreement.	

	Bank guarantee agreement. Letter of credit agreement. Legal collaterals. Transport agreements – definitions and types. Agreements concerning the use of foreign rights and things - lease, rental, lending – definitions and key regulations. Agreement and insurance.	
6.	Securities (definitions, types, establishment, redemption). Transfer – construction and definition in the civil code. Shares. Bonds. Bills of exchange. Definitions and types. Functions of bills of exchange. Legal status of promissory notes. Cheques. Definitions and main types, functions. Other types of securities. Protection of intellectual goods. Invention and its protection. Licence. Usable design. Know-how agreement. Protection of trade marks and copyrights.	
7.	Bankruptcy	
8.	Personal and material collaterals in the trading system. Surety under civil law. Bank guarantee and surety. Bank registered pledge. Transfer of ownership. Blockade of money. Settlement of business disputes. Commercial courts. Arbitration courts.	
<b>Evaluation and credits:</b> <i>Credits</i> <i>Grades shall be granted in accordance with principles applied at WSZ.</i>		
<b>Obligatory literature:</b> J.Kufel, W.Siuda <i>Prawo gospodarcze dla ekonomistów</i> Scriptus Poznań (Business law for economists)		
<b>Supplementary literature:</b> K.Kruczalak "Prawo handlowe - zarys wykładu" Wydawnictwo Prawnicze PWN (Commercial law – lecture outline) Texts of legal acts.		
Author of the syllabus: Robert Węgrzyn, MSc		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

Speciality: PolSam

## COURSE CARD

(syllabus)

Course name: <b>Elements of Statistics and Demography</b>		
Type of studies: <b>daily, extramural</b>	Semester: <b>2</b>	
Type of course units: lecture /seminars/ laboratory classes.	Teachers: Dr. Beata Bazeli; Dr. r Tomasz Jurkiewicz	
<p><b>Goal:</b> Descriptive statistical methods allow for the description of the shape of a system and its parameters. The course constitutes the basis for further mathematical statistics, econometrics and it may be applied in many areas of applied economy, like marketing and accountancy.</p>		
<p><b>Requirements:</b> The main theoretical part will be presented at lectures. Seminars and laboratory classes will focus on practical application of formulas and methods. <b>Students shall get acquainted with a preceding lecture before seminars and laboratory classes.</b></p>		
<p><b>Preceding courses:</b> mathematics, fundamentals of economy (macro and/or microeconomics)</p>		
No.	Specification	Tasks to be performed by students
1.	Non-parametrical description of sample structure (frequency series, histogram of number, empirical density, empirical cumulative distribution function)	
2.	Parametrical description of sample structure (location measure: mean and location measures, volatility measure, measure of asymmetry and concentration)	
3.	Measurement of structure inequality (Lorenz curve, inequality Schutz, Gini, Atkinson measures)	
4.	Non-parametrical description of two and more dimensional sample structure (2D frequency series, 2D histograms, 2D empirical density functions, stochastic dependence)	
5.	Parametrical description of 2D population (moments, covariance, correlation coefficient)	
6.	Partial and multiple correlation coefficient, Spearman rank correlation co-efficient)	
7.	Regression analysis (multiple regression functions, method of the smallest squares, analysis of reminders)	
8.	Description of dynamics of phenomena (classic decomposition of time series, dynamics indexes, price indexes).	
<p><b>Evaluation and credits:</b> <i>The course ends up with: lectures – credits; seminars and laboratory classes - credits based on test results</i></p>		
<p><b>Textbook:</b> W. Makać i D. Urbanek-Krzysztofiak: <i>Metody opisu statystycznego</i>. (University of Gdańsk, the latest edition). (Methods of statistical description)</p>		
<p><b>Supplementary literature:</b></p>		
<p><b>Author of syllabus:</b> Prof. Dr. Stanisław Maciej Kot Kwidzyn School of Management, Gdańsk Technical University</p>		Notes:



# KWIDZYN SCHOOL OF MANAGEMENT

Speciality: PolSam

## COURSE CARD (syllabus)

Course name: <b>Political Science</b>		
Type of studies: <b>extramural</b>	Semester: <b>3</b>	
Type of course units: <b>seminars</b>	Teacher: Dr. Tomasz Podciborski, Engineer	
Goal: General goals – acquiring fundamental knowledge of the State and politics. Specific goals – citizen – society – State (basic information)		
<i>Requirements:</i> <i>During the studies, students shall acquire theoretical knowledge specified below. They shall attend seminars and get acquainted with recommended literature.</i>		
No.	Specification	Tasks to be performed by students
2.	Civic society – history and features of civic community	attendance
20.	Social zone – social conflicts and movements	attendance
21.	Types of public activities – from associations to terrorism	attendance
22.	Citizen and political culture	attendance
23.	State versus citizen	attendance
24.	Political systems and legal order	attendance
25.	Political awareness	attendance
<b>Evaluation and credits:</b> <i>Credits based on a semester paper.</i>		
<b>Textbook:</b> <b>Józef Tymanowski:</b> <i>Nauka o państwie i polityce</i> (State and political science) <b>Katarzyna Sobolewska-Myślik:</b> <i>Partie i systemy partyjne na świecie</i> (Parties and party systems in the world) <b>Marek Żmuda:</b> <i>Wolność - władza - samorząd. Zarys myśli politycznej Francisa Liebera</i> (Freedom – power – self-government. Outline of political thoughts of Francis Lieber) <b>Erhard Cziomer, Lubomir W. Zyblikiewicz:</b> <i>Zarys współczesnych stosunków międzynarodowych</i> (Outline of contemporary international relationships) <b>Teresa Łoś-Nowak:</b> <i>Encyklopedia politologii Tom 5 Stosunki międzynarodowe</i> (Encyclopedia of political science. Vol. 5. International relationships)		
Author of the syllabus: Dr. Tomasz Podciborski, Engineer		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

Speciality: FIR, INFO, PolSam

## COURSE CARD (syllabus)

Course name: <b>Fundamentals of Finance</b>		
Type of studies: daily/extramural	Semester: <b>6</b>	
Type of course units: <b>lecture + seminars</b>	Teacher: Dr. Ewa Kulesza	
<b>Goal:</b> <i>make students acquainted with the most important aspects of local government finance in Poland, both from the theoretical and practical point of view.</i>		
<b>Requirements:</b> <i>Students shall prepare a seminar paper on local government finance and pass a test covering theoretical issues.</i>		
<b>Preceding courses:</b> Basics of Finance, Public Finance		
No.	Specification	Tasks to be performed by students
1	Local government finance as an integral part of public finance. Financial independence of local government units.	Seminar paper on the financial independence of local government units in Poland
2	Sources of income of municipalities, counties and provinces in Poland	Papers presenting sample budgets of various local government levels
3	Local government units in the capital market	
4	Grants from the European Union as a special source of finance for local government investments	Papers presenting methods of using EU grants by local government units.
<b>Evaluation and credits:</b>		
<i>Lecture: credits based on seminar papers (no grade).</i>		
<i>Seminars: credits based on the result of the final test and papers presented (a grade).</i>		
<b>Textbooks:</b>		
<ol style="list-style-type: none"> <li>1. J. Adamiak, W.Kosiedowski, A.Potoczek, B.Słowińska. <i>Zarządzanie rozwojem regionalnym i lokalnym. Problemy teorii i praktyki</i>, TNOiK, Toruń 2001 (Management of regional and local development. Problems of theory and practice)</li> <li>2. I.Pietrzyk, <i>Polityka regionalna UE i regiony w państwach członkowskich</i>, PWN, Warsaw 2000. (EU regional policy and regions in member states)</li> <li>3. <i>Prawne i finansowe aspekty funkcjonowania samorządu terytorialnego</i>, tom II: <i>Finanse i budżety samorządów</i>, edited by S.Dolat, Wydawnictwo Uniwersytetu Opolskiego ,Opole 2000. (Legal and financial aspects of local government operation. Vol. 2: Finance and budgets of local governments)</li> <li>4. S. Lis ,<i>Finansowanie rozwoju lokalnego. Korzystanie z funduszy krajowych i zagranicznych, w tym funduszy Unii Europejskiej</i>, Silesian Association of Municipalities and Counties, Katowice 2002 (Local development finance. Use of domestic and foreign funds, including EU grants)</li> <li>5. A. Bordo, <i>Finanse publiczne Rzeczypospolitej Polskiej .Zagadnienia prawne</i>, Bydgoszcz 2000. (Public finance of the Republic of Poland. Legal issues)</li> </ol>		
<b>Complementary literature:</b>		
<ol style="list-style-type: none"> <li>1. Weekly "Wspólnota" (Community)</li> <li>2. Bimonthly "Finanse Komunalne" (Municipal Finance)</li> </ol>		
Author of the syllabus: Dr. Ewa Kulesza		<b>Notes:</b>

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, INFO, PolSam**

## COURSE CARD (syllabus)

Course name: <b>Banking</b>		
Type of studies: <b>daily/ extramural</b>	Semester: <b>4</b>	
Type of course units: <b>lecture + seminars</b>	Teachers: <b>Dr. Leszek Pawłowicz, Professor of WSZ, Beata Pawłowska, MSc</b>	
Goal: <i>Make students acquainted with main issues of banking business.</i>		
Requirements: <i>During the classes, students shall acquire the knowledge specified below. They shall attend lectures and seminars and get acquainted with recommended literature.</i>		
No.	Specification	Tasks to be performed by students
3.	Polish banking system	
26.	Administrative organisation and bank management	
27.	Domestic and foreign banking operations	
28.	Bank legal security	
29.	Risks of bank activities	
30.	Polish banking system	
31.	Bank's equity and other capitals	
32.	Bank assets	
33.	Bank clearing operations	
34.	Banks in the money and capital markets	
<p><b>Evaluation and credits:</b>  <i>The course ends up with: lecture - examination</i>  <i style="padding-left: 100px;">seminar – credits (no grade)</i></p> <p><i>Attendance ( % of points)</i></p>		
<p><b>Textbook:</b>            1.Z.Dobosiewicz, Bankowość, PWE, Warsaw 2002. (Banking)</p> <p><b>Supplementary literature:</b>            2. 1.J.Szambelańczyk, J Głuchowski, <i>Bankowość. Podręcznik dla studentów</i>. Poznań School of Banking, Poznań 2000 (Banking. Student Manual)  <i>Studium Bankowości</i> , edited by Ryszard Wierzba, edition III, Gdańsk Academy of Banking, Gdańsk 2001 (Banking Studies)  <i>Współczesny bank</i>, edited by W.L Jaworski, Poltex Warsaw 1998. (Contemporary Bank)</p>		
Author of the syllabus: Dr. Leszek Pawłowicz, Professor of WSZ		Notes

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, INFO, PolSam**

## COURSE CARD (syllabus)

Course name: <b>Public Finance</b>		
Type of studies: <b>daily, extramural</b>	Semester: <b>3</b>	
Type of course units: <b>lecture</b>	Teacher: <b>Dr. Henryk Gawroński</b>	
<p>Goal: <i>make students acquainted with the essence and structure of the object and subject of public finance, especially including the financial management of the State and local government units. Students get acquainted with mechanisms of collecting public income, expense planning and execution of such plans, including legal and economic aspects. They also learn about functions of public finance in the process of economic development based on instruments of the State's monetary and fiscal policy.</i></p>		
<p><b>Requirements:</b> <i>Lecture</i> – listening with understanding, active participation, qualification written test after the end of lectures – in accordance with the examination session schedule.  <b>Semester paper</b> to be prepared on a given subject – individually or in groups of 4 persons.  <b>Preceding courses:</b> <i>Fundamentals of Finance</i></p>		
No.	Specification	Tasks to be performed by students
4.	Definition of finance. Characteristics of public and private finance. Financial system of the state. Tasks of legislative and executive authorities – Minister of Finance, NBP President, NIK President. Instruments of fiscal and monetary policy used to perform allocation, redistribution and stabilisation functions of public finance.	Listening, personal notes, questions
1.	Public finance and financial law. Sources of financial law. Scope of financial law and public finance provided in the Constitution of the Republic of Poland.	Listening, personal notes, questions
2.	Subjects of the public finance sector. Characteristics of public funds and public income. Rules of public finance. Definition of the State budget and State Treasury. Classification of budget parts and their administrators. Detailed classification of budget income and expenses, as well as budget proceeds and spendings. Classification and appointment of budget fund administrators.	Listening, personal notes, questions
3.	<i>Organisational forms of finance management of public sector entities – budget units, budget companies, auxiliary units and special funds. Specific funds. Government agencies.</i>	Listening, personal notes, questions
4.	Budget procedure in relation to the State budget. Preparation of a draft budget. Adoption of a budget act. Elements of the budget act.	Listening, personal notes, questions
5.	Cash flows relating to budget execution. Income and expenses of the State budget and their structure. <i>Principles for budget execution. Bank service of the budget. Reporting and control of budget execution.</i>	Listening, personal notes, questions
6.	General principles for local government financial management. Budget procedure at local governments. Budget income and expenses of municipalities, cities, cities having rights of municipalities, counties, provinces. Construction of general subsidies from the State budget.	Listening, personal notes, questions

7.	Definition of sources of finance and legal limitations of budget gap and public debt to be taken by the State and local governments. State public debt, debt of State Treasury, and public debts of local governments.	Listening, personal notes, questions
8.	<i>Definition, characteristics and classification of taxes. Principles for constructing the State tax system. Tax authorities. Principles of tax proceedings.</i>	Listening, personal notes, questions
9.	Specification of indirect and direct taxes by their features and elements. <i>Lump-sum forms of taxation. Local taxes and charges.</i>	Listening, personal notes, questions
10.	Public orders – legal basis and general principles. Public order procedure – bids and simplified procedure. Terms and conditions. Procedure of protest, cancellation and complaints.	Listening, personal notes, questions
11.	Rights and obligations of heads and chief accounts of local government units – organisation of book-keeping, registration of public receivable calculation and collection, as well as allowances. <i>Organisation of cash management, protection of cash in hand and in transit.</i>	Listening, personal notes, questions
12.	Fundamentals of finance of social and health insurance. Scope of employee and farmer insurance. System of collection and allocation of social insurance funds.	Listening, personal notes, questions
13.	Organisation of the public finance control system. Criteria of control – legality, purposefulness, economy, reliability of documentation. Competences of control authorities - Supreme Chamber of Audit, Minister of Finance, revenue control, tax control, Regional Chambers of Audit. Control of business trading legality – General Inspector for Financial Information. Audit of public sector units.	Listening, personal notes, questions
14.	Definition of public finance discipline. Principles of responsibility and proceedings relating to the violation of public finance discipline. Public finance discipline versus tax crimes and offences.	Listening, personal notes, questions

**Evaluation and credits:**

**The course ends up with:** semester paper to be prepared on a given subject – individually or in groups of 4 persons – up to 40 points (passed from 25 points); test – after the end of lectures in accordance with the examination session schedule - up to 60 points /passed from 31 points/.

**Attendance ( % of points) – in accordance with the school regulations**

**Literature:**

1. Alina Majchrzycka – Guzowska: *Finanse i prawo finansowe*, LexisNexis, Warsaw 2002 (Finance and Financial Law)
2. B. Brzeziński, W. Matuszewski, W. Morawski, A. Olesińska: *Prawo finansów publicznych*, TNOiK, Toruń 2001 (Public finance law)
3. Red. Wanda Wójtowicz: *Zarys finansów publicznych i prawa finansowego*, Dom Wydawniczy ABC, Warsaw 2002 (Outline of public finance and financial law)
4. Elżbieta Chojna-Duch: *Polskie prawo finansowe. Finanse publiczne*, LexisNexis, Warsaw 2002 (Polish financial law. Public finance)
5. Stasiław Owskiak: *Finanse publiczne. Teoria i praktyka*. PWN, Warsaw 2001 (Public finance. Theory and practice)
6. Wiesława Ziółkowska: *Finanse publiczne – teoria i praktyka*, WSB, Poznań 2000 (Public finance – theory and practice)
7. Edited by Eugeniusz Ruśkowski: *Finanse publiczne i prawo finansowe*, Konieczny i Kruszewski, Warsaw 2000 (Public finance and financial law)

8. Elżbieta Malinowska, Wojciech Misiąg: *Finanse publiczne w Polsce – przewodnik*, ODDK, Gdańsk 2002 (Public finance in Poland – guide)
9. *Public Finance Act of 26.11.1998 – final text in the Journal of Laws of 2003, No. 15*
10. *Local Government's Income Act of 13.11.2003, Journal of Laws No. 213 item 1966*  
*Public Order Law of 29.01.2004, Journal of Laws No. 19 item 177*

Author of syllabus: **Dr. Henryk Gawroński**

**Notes:**

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, INFO, PolSam**

## COURSE CARD (syllabus)

Course name: <b>Social Policy</b>		
Type of studies: bachelor's	Semester: 6	
Type of course units: <b>lecture, seminars</b>	Teachers: Dr. Witold Toczyski, Dr. Ewa Toczyska	
<p>Goal:</p> <p><i>Make students acquainted with tasks of local government units relating to social policy.</i></p> <p><i>During the lecture, students will get acquainted with theoretical issues relating to social policy, entities realising social policy in Poland and international entities. Lectures will cover particular areas of the social policy.</i></p> <p><i>During the seminars, students will analyse competences of municipalities, counties and provinces relating to the development of social policy. Students will be able to prepare their own social policy for inhabitants of Kwidzyn and the country of Kwidzyn.</i></p>		
<p>Requirements:</p> <p>During the classes, students shall acquire the knowledge of the course.</p> <p>During the seminars, students will get acquainted with the most frequent social problems at the local level and methods of social policy applied by local governments. After the classes, students will be able to analyse particular areas of social policy based on actions taken by municipalities, counties and provinces.</p>		
	Specification	Tasks to be performed by students
5.	<p>Outline of social policy</p> <ol style="list-style-type: none"> <li>1) essence of social policy,</li> <li>2) definition of social policy,</li> <li>3) doctrines of social policy,</li> <li>4) models of social policy,</li> <li>5) instruments of social policy.</li> </ol>	<p>Development of an own definition of social policy and its common parts.</p> <p>An attempt to define an ideal model of social policy.</p>
35.	<p>Subjects of social policy</p> <ol style="list-style-type: none"> <li>1) territorial criterion,</li> <li>2) type of public entities,</li> <li>3) European institutions of social policy,</li> <li>4) non-public organisations.</li> </ol>	<p>Discussion of important non-governmental organisations supporting the State in its social policy.</p> <p>Local non-public organisations developing local social policy.</p>
36.	<p>Local social policy</p> <ol style="list-style-type: none"> <li>1) tasks of local government units,</li> <li>2) co-ordination of social policy tasks,</li> <li>3) supervision over those tasks.</li> </ol>	<p>Definition of tasks of local government units based on the analysis of legal regulations (the municipal, county and provincial government act., welfare act)</p>
37.	<p>International legal basis of the social policy system</p> <ol style="list-style-type: none"> <li>1) impact of EU law on local social policy,</li> <li>2) European Social Charter.</li> </ol>	<p>An attempt to prepare the catalogue of social problems based on EU regulations.</p>
38.	<p>Needs and social policy</p> <ol style="list-style-type: none"> <li>1) definition of needs,</li> <li>2) types and diagnosis of needs,</li> <li>3) social indexes,</li> <li>4) role of local governments in satisfying human needs and rights.</li> </ol>	<p>Definition of needs relating to social policy at the local level (needs of inhabitants of the Kwidzyn county), diagnosis of local needs</p>
39.	Social policy versus economic policy.	

40.	Population policy 1) models and essence of population policy, 2) population processes.	Migration processes
41.	Housing policy 1) housing needs and their satisfaction, 2) technological, organisational and financial aspects of housing construction industry, 3) housing environment.	Analysis and definition of local housing policy - needs, housing policy problem solutions (housing policy of Kwidzyn)
42.	Family policy 1) place of family in social policy, 2) family structure and functions, 3) tasks of social policy in relation to family.	Definition of local government's tasks in relation to family (family programmes)
43.	Employment policy 1) labour market, 2) unemployment, 3) economic and social consequences of unemployment, 4) the unemployed professional activation programmes.	Analysis of labour market and the situation of the unemployed based on own municipality in the Kwidzyn county.
44.	Social securities 1) definition of welfare, 2) tasks and organisation of welfare, 3) social insurance.	Definition of principles for welfare in the municipality, county and province. Definition of welfare policy for the Kwidzyn county. Tasks of local government units (DPS, GOPS, PCPR).
45.	Educational policy.	Education system at the local level. Definition of its needs. Precise assumptions of educational policy for Kwidzyn.
46.	Health care policy 1) organisation of health care system, 2) health promotion, 3) health care policy for the Pomorskie province.	
47.	Social threats 1) pathology in social life, 2) homelessness, 3) drug addiction, 4) alcoholism.	Definition of municipal, country and provincial programmes relating to social threats (plan of fighting drug addiction, homelessness, alcoholism).
<p>Evaluation and credits:  <i>The course ends up with:</i>  <b>Seminars</b>            Activeness - 25 %    <i>Attendance - 15 %</i>  <i>Paper - 60 %</i>  <b>Lecture</b>            Semester paper - 100 %</p>		
<p>Textbooks:            1. K. Podolski "Polityka społeczna", Gdańsk 2001 (Social Policy)            2. J. Kroszel "Podstawy polityki społecznej: uwarunkowania, pojęcia, instytucje, działanie", Wrocław 1997 (Fundamentals of social policy: conditions, terms, institutions, operation)            Supplementary literature:            Welfare act of 29.11.1990            Municipal local government act of 08.03.1990            County local government act of 05.06.1998            Provincial local government act of 05.06.1998</p>		
Author of the syllabus: Dr. Witold Toczyski		Notes:



# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR; INFO; PolSam**

## COURSE CARD (syllabus)

Course name: <b>Economic Policy</b>		
Type of studies: <b>daily/extramural</b>	Semester: <b>5</b>	
Type of course units: <b>lecture, seminars</b>	Teacher: Dr. Nelly Daszkiewicz	
<b>Goal:</b> make students acquainted with basic issues of contemporary economic thought concerning economic policy; understanding the meaning and mutual relations between political instruments, understanding and ability to interpret contemporary macroeconomic processes.		
<b>Requirements:</b> knowledge of main economic categories and rules, understanding macroeconomic processes; <b>Preceding courses</b> – Macroeconomics, Microeconomics, Economic Analysis, Public Finance		
No.	Specification	Tasks to be performed by students
1.	Determinants of national product – as a measure of economic growth	
2.	Monetary policy: institutions, instruments	
3.	Budget and fiscal policy	
4.	Inflation and deflation, meaning for economic growth	
5.	Economic cycles. Main areas of contemporary economy with regard to counteracting inflation and unemployment	
8.	European Union and Economic and Currency Union, costs and benefits of single monetary policy	
<b>Evaluation and credits:</b>		
<i>The course ends up with:</i> semester paper (40%); test (60%)		
<b>Textbook:</b>		
1. Milewski R., <i>Podstawy Ekonomii</i> , PWE, Warsaw, 1998 (Fundamentals of Economics)		
2. Barro M, <i>European Macroeconomics</i> , Willey& Sons, 2000		
<b>Supplementary literature:</b>		
1. Begg D., Fisher S., Dornbusch, <i>Ekonomia</i> v.1, PWE, Warsaw, 1995 (Economics)		
Author of the syllabus: Dr. Nelly Daszkiewicz, WSZ in Kwidzyn; Gdansk Technical University		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, INFO, PolSam**

## COURSE CARD

(syllabus)

Course name: <b>Methods of Business Project Valuation</b>		
Type of studies: <b>daily/extramural</b>	Semester: <b>5</b>	
Type of course units: lecture + seminars	Teacher: Wioletta Michalak, MSc	
<p><b>Goal:</b>  <i>make students acquainted with the place, role and areas of application of business project valuation methods in the broadly understood decision-making process, basic methods and tools used to evaluate whether existing and planned business projects are feasible, role and place of financial analysis in the evaluation of a company's standing.</i></p>		
<p><b>Requirements:</b> <i>ability to use methods applied to evaluate whether existing and planned business projects are feasible, ability to assess business projects from an economic and financial point of view.</i></p>		
<p><b>Preceding courses:</b> <i>Mathematics, Macroeconomics, Microeconomics, Descriptive Statistics, Statistical Conclusions, Finance, Risk Management</i></p>		
No.	Specification	Tasks to be performed by students
1.	Introduction: undertakings versus business projects, cycle of a business project,	
2.	Main types of business project evaluation methods and tools construction and content of feasibility study, discounted cash flow methods	
3.	Place and role of financial analysis Main elements of business project financial evaluation, break-even point analysis, rates of return, sensitivity and probability	
4.	Business project risks	
5.	Economic evaluation of business projects	
6.	Methods of a company's standing evaluation	
<p><b>Evaluation and credits:</b>  <i>examination in the form of a test + semester paper; attendance (% of credits) 40 % - semester paper;: 60 % - test;</i>  <i>seminars: written paper (test) - 70% + active participation 20% + attendance (10%)</i></p>		
<p><b>Textbooks:</b>            1. <i>Analiza finansowa w przedsiębiorstwie</i>, PWE (Corporate financial analysis)            2. <i>Rachunek efektywności przedsięwzięć inwestycyjnych</i>, PWN, Warsaw 1999 (Project effectiveness analysis)</p>		
<p><b>Supplementary literature:</b>            1. Ostrowska E., <i>Ryzyko projektów inwestycyjnych</i>, PWE, Warsaw 1995 (Project risks)</p>		
<p><b>Author of the syllabus:</b>            Wioletta Michalak, MSc, Nordea Bank, Elbląg Branch</p>		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

Speciality: INFO, FIR, PolSam

## COURSE CARD (syllabus)

Course name: <b>Office and Multimedia Systems</b>		
Type of studies: <b>daily/extramural</b>	Semester: <b>4</b>	
Type of course units: <b>lectures, seminars</b>	Teacher: <b>Dr. Marek Markowski</b> Andrzej Horyd, MSc, Jacek Borowski, MSc, Marek Luliński, MSc, M. Paciorek, MSc	
<b>Goal:</b> <i>make students acquainted with the organisation of a modern office, modern office and multimedia automated systems, practical skills relating to the use of selected IT tools supporting office work.</i>		
<b>Requirements:</b> <i>During the classes, students shall acquire theoretical knowledge specified below. They shall attend lectures and get acquainted with recommended literature.</i> <i>During the seminars, students get acquainted with selected software supporting office work and they exercise selected elements of IT projects in practice.</i>		
No.	Specification	Tasks to be performed by students
1.	Office as an organisational form of the activity of a company or a separated unit of a company. Goals and tasks of an office. Object of office work versus information.	
2.	Key problems and specification of office work. Office work streamlining.	
3.	IT aspects of office work. Means and channels of information flow. Internal office communication systems. Data protection. Office correspondence. Office equipment and computers.	
4.	Intellectual working techniques: fast reading, brainstorming, methods of remembering, presentation of knowledge and achievements before a single customer and a broad forum.	
5.	Fundamentals of word processing, fonts, sizes and attributes of fonts. Formats of text saving. DTP tools.	
6.	Multimedia files, formats of multimedia files, multimedia presentation, principles for multimedia presentation.	
7.	Assumptions of a selected office automation project.	
<b>Evaluation and credits:</b> <i>The course ends up with:</i> <i>a team project consisting in the organisation of an office (e.g. career bureau), allocating office functions and automating selected office areas; students have to select an environment (IT) and use it at the office.</i> <i>Final credits depend on a commission scoring of the work at predefined criteria.</i> <i>Percentage share</i>		
<b>Textbook:</b> 1. Barczak A., Leszczyński A., Mamcarz K., Sydoruk T., <i>Informatyka i telekomunikacja w nowoczesnym biurze</i> , PWE, Warsaw 1998 (IT and telecommunications at modern office)		
<b>Supplementary information:</b> 2. Payne S.: <i>Praca w biurze? Ależ tak!</i> Studio EMKA Warsaw 1994 (Office work? Of course, yes!)		
Author of the syllabus: Dr. Marek Markowski, UG, WSZ in Kwidzyn		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: PolSam**

## **COURSE CARD (syllabus)**

Course name: <b>Communication Techniques</b>		
Type of studies: <i>daily/extramural</i>		Semester: <b>5</b>
Type of course units: <i>lecture + seminars</i>		Teacher: <i>Dr. Sylwester Marek Kania</i>
<b>Goal:</b> <i>Make students acquainted with fundamental knowledge of mechanisms and conditions of communication within an organisation.</i> <i>Development of skills relating to selected interpersonal communication aspects.</i>		
<b>Requirements:</b> <i>Attendance of classes and acquiring knowledge specified below.</i> <i>During the classes, interpersonal communication skill training.</i>		
No.	Specification	Tasks to be performed by students
1	<i>Communication needs of developed market economy</i>	<i>Learning material presented</i>
2	<i>Intercultural communication</i>	<i>Learning material presented</i>
3	<i>Fundamental barriers of intercultural communication</i>	<i>Learning material presented</i>
4	<i>Interpersonal communication</i>	<i>Learning material presented</i>
5	<i>Communication within organisations</i>	<i>Learning material presented</i>
6	<i>Non-verbal communication in human relations</i>	<i>Learning material presented</i>
7	<i>Ethics in the communication process</i>	<i>Learning material presented</i>
<b>Evaluation and credits:</b> <i>The course ends up with:</i> <i>Lecture – credits based on a written paper on selected problems</i> <i>Seminars – credits based on active participation.</i>		
<b>Literature:</b> 1. Nęcki Z., <i>Komunikacja międzyludzka</i> . Wydawnictwo Profesjonalnej Szkoły Biznesu. Kraków 1996 (Interpersonal Communication) 2. Stoner J., Wankel C., <i>Kierowanie</i> . Chapter 17. PWN, Warsaw 1999 (Management) 3. Steward J., <i>Mosty zamiast murów. Komunikowanie się między ludźmi</i> . PWN, Warsaw 2000 (Bridges instead of walls. Communication between people)		
Author of the syllabus: Dr. Sylwester Marek Kania		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, INFO, PolSam**

## COURSE CARD (syllabus)

Course name: <b>Fundamentals of Marketing</b>		
Type of studies: <b>daily/extramural</b>		Semester: <b>1, 2</b>
Type of course units: lecture		Teacher: <b>J.Grabosz, MSc</b>
<b>Goal:</b> <i>make students acquainted with methods of marketing and market research, as well as construction of a marketing policy at companies, preparation of marketing plans for business entities.</i>		
<b>Requirements:</b> <i>Fundamentals of Macroeconomics</i>		
No.	Specification	Tasks to be performed by students
1.	Introduction to marketing; essence and meaning of market; definition of marketing; model and structure of corporate marketing; marketing trends; main marketing instruments; types of marketing.	Diagnostic test
2.	Marketing research; need of marketing research and its structure; scope of marketing instrument research; characteristics of "good marketing research"; marketing information system model.	Preparation of assumptions to analyse marketing instruments
3.	Market research; market and marketing research mechanisms; market trends; model of market relation structure; areas of market research; market capacity estimation and analysis methods.	Definition of a marketing problem
4.	Consumer behaviours in the market; essence of consumer behaviours; behaviour analysis; types of consumers; consumer decisions and principles for consumer decisions; problems relating to acceptance of novelties by customers.	Diagnostic test
5.	Market segmentation; essence and trends of segmentation; market segmentation variables and conditions; market segmentation criteria; examples of segmentation attractiveness evaluation; product placement in selected segments.	Diagnostic test
6.	Competition research; essence and forms of market competition; M.Porter's model of market competition analysis; patterns and principles of competition behaviours; benchmarking at companies; forms of and benefits from benchmarking.	Preparation to test
7.	Introduction; essence, scope and cycle of corporate marketing planning; mission, vision and image of a company; scope of market offer and selection of market segments.	Preparation of a preliminary concept of a mission and company's domain
8.	Product policy; definition and structure of a product; assortment of products; product life cycle and marketing decisions; product structure; introduction of a new product; package and brand of a product.	Preparation of product policy assumptions
9.	Price policy; price versus other marketing instruments; pricing methods and techniques; critical point analysis; strategy of introducing prices for new products.	Preparation of guidelines for price policy
10.	Product distribution; characteristics of distribution channels and	Preparation of assumptions

	factors determining their selection; functions of agents and forms of sale; physical distribution of products.	of product distribution policy
11.	Promotion policy; essence and elements of promotion; advertisement, promotion of sales, PR, direct sale, effectiveness and efficiency of promotion.	Preparation of promotion policy assumptions.
12.	Implementation of marketing planning at companies; SWOT analysis; marketing strategies; marketing plan structure; budgeting and implementation schedule.	Preparation of a marketing plan
<p>Evaluation and credits:  <i>The course ends up with: a test after the submittal of a marketing problem development (semester one)</i>  <i>The course ends up with: an examination after the submittal of a final paper (semester two)</i></p> <p><i>Share (%)</i></p>		
<p><b>Textbook:</b>  Kotler Ph. (1994) <i>Marketing: Analiza, Planowanie, Wdrażanie, Kontrola</i>, Gebethner&amp;Ska. Warsaw (Marketing: analysis, planning, implementation, control)  Grabosz J. (1995) <i>Wprowadzenie do planowania marketingowego</i> WSM Gdynia (Introduction to marketing planning)</p> <p><b>Supplementary literature:</b>  Altkorn J. (1995) <i>Podstawy marketingu</i>, Instytut Marketingu Kraków (Fundamentals of marketing)  Kaczmarczyk ST. (1996) <i>Badania marketingowe – metody i techniki</i> PWE Warsaw (Marketing research – methods and techniques)  Mynarski ST. (2001) <i>Badania rynkowe w przedsiębiorstwie</i> W AE Kraków (Corporate market research)  Walesiak M. (1996) <i>Metody analizy danych marketingowych</i> PWN Warsaw (Marketing data analysis methods)</p>		
Author of the syllabus: Jerzy Grabosz, MSc		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, INFO, PolSam,**

## COURSE CARD (syllabus)

Course name: <b>Money and Capital Market</b>		
Type of studies: <b>daily/extramural</b>	Semester: 3	
Type of course units: <b>lecture</b>	Teacher: <b>Dr. Zbigniew Rudasz</b>	
Goal: <i>make students acquainted with basic theoretical knowledge and selected practical aspects of money and capital markets.</i>		
Requirements: <i>During the lectures, students shall acquire knowledge allowing them to prepare a semester paper. To write their semester paper, they shall get acquainted with recommended literature.</i>		
Preceding courses:		
No.	Specification	Tasks to be performed by students
1	<b>Financial system in the market economy</b> (definition, main functions, basic types of financial systems, main elements of financial system; main types and castigation of financial instruments; definition and types of financial markets; financial institutions, financial system operating rules)	
2	<b>Meaning of financial markets in the national economy</b> (settlements, security of ownership and trading, investment opportunities, assurance of liquidity, capital access, valuation of companies)	
3	<b>Characteristics and functions of money market</b> (definition, functions and segments of money market, money market players; interbank money market: interbank deposits and open market operations; non-bank money market – short-term debt papers: Treasury bills, money bills, depositary certificates, commercial bills)	
4	<b>Characteristics and functions of capital market</b> (definition, functions and features of capital market; non-regulated and regulated market, primary and secondary market: stock exchange and over-the-counter market; instruments of capital market: shares and bonds, types of shares and bonds, issuers and investors; retail Treasury bonds)	
5	<b>Bill of exchange and cheque</b> (definition and features of bill of exchange, functions of bill of exchange, promissory note versus endorsed bill o exchange, elements of bill of exchange, discount of bill of exchange, presentation for payment and protest, transfer of rights from bill of exchange, bill of exchange trading schemes; definition and functions of cheque, types of cheques, elements of cheque, payment terms, payment and recovery of cheque payables, cheque misappropriation; comparison of shares and bonds)	
6	<b>Stock Exchange in Warsaw</b>	

	(Polish capital market, institutions: KPWiG, KDPW; investors, brokerage houses, issuers; main Warsaw Stock Exchange indexes: WIG, WIG-20, TechWIG, MIDWIG, WIRR; characteristics of WARSET system: transactions, types of orders, quotation systems, restrictions to foreign exchange rate fluctuations, stock-exchange session schedule, tax on stock-exchange profit)	
7	<b>Investment funds</b> (change in savings structure: transfer of savings deposits from banks to investment funds; advantages of collective investments, essence and organisation of investment funds; main types: open and closed funds; stable, balanced and aggressive funds)	
<b>Evaluation and credits:</b> <i>The course ends up with: credits for a semester paper (without a grade)</i> <i>Share (%)</i>		
<b>Textbook:</b> 1. J. Gajdka, E. Walińska, <i>Zarządzanie finansowe. Teoria i praktyka</i> , v. I and II, Fundacja Rozwoju Rachunkowości w Polsce, Warsaw 2000 (Financial Management. Theory and Practice) 2. W. Bień, <i>Rynek papierów wartościowych</i> , Difin, Warsaw 2001 (Securities market) 3. <i>System finansowy w Polsce</i> , edited by B Pietrzak, Z. Polańskiego, B. Woźniak, Wydawnictwo Naukowe PWN, Warsaw 2003 (Financial system in Poland)		
<b>Supplementary literature:</b> 1. E. Chrabonszczewska, L. Oręziak, <i>Międzynarodowe rynki finansowe</i> , SGH, Warsaw 2000 (International Financial Markets) 2. <i>Stock Exchange Annual 2003</i> , Warsaw Stock Exchange, Warsaw 2003		
<b>Author of the syllabus:</b> Dr. Zbigniew Rudasz, WSZ in Kwidzyn, University of Gdańsk		<b>Notes:</b>



# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, INFO, PolSam**

## COURSE CARD (syllabus)

Course name: <b>Environmental Policy</b>		
Type of studies: <b>extramural/daily</b>	Semester: <b>3</b>	
Type of course units: <b>lecture</b>	Teacher: Katarzyna Strzała-Osuch, MSc	
Goal: <i>explanation of principles for the development of environmental policy at the national and local level; comparison of a ideal policy (100% environmental policy) with the policy of Poland and European Union .</i>		
Requirements: <i>active participation in classes and preparation of a semester paper under the course credits.</i>		
Preceding courses: Human Being versus Environment		
No.	Specification	Tasks to be performed by students
1.	<b>State in the cosmos</b>	
2.	Development of the policy of a newly established state (p.1)	
3.	Establishment of the policy of a newly established state (p.2)	
4.	Environmental policy of Poland (p.1)	
5.	Environmental policy of Poland (p. 2)	
6.	Environmental policy of European Union (p 1)	
7.	Environmental policy of European Union (p. 2)	
8.	Comparison of policies and discussion on semester papers	
<b>Evaluation and credits:</b>		
<i>The course ends up with a semester paper.</i>		
<i>Share (%): 100% of credits for a semester paper</i>		
<b>Textbook:</b>		
1. Alberski P., Lisicka H., Sommer J.,/2002/ <i>Polityka ochrony środowiska</i> , Wydawnictwo Uniwersytetu Wrocławskiego, Wrocław (Environmental policy)		
<b>Supplementary policy:</b>		
1. Ciamaga L., Latoszek E., Michałowska-Gorywoda K., Oreziak L., Teichmann E.,/1998/ <i>Unia Europejska. Podręcznik akademicki</i> , PWN, Warsaw (European Union. Student Textbook)		
2. Delcome A.,/2001/ <i>Ekologia i społeczeństwo. Polityka i etyka wobec zagadnień ekologicznych</i> Oficyna Wydawnicza Politechniki Wrocławskiej, Wrocław (Environmental Science versus Society. Politics and ethics in relation to environmental issues)		
3. Grabowska G.,/2001/ <i>Europejski prawo środowiska</i> Wydawnictwo Prawnicze PWN, Warsaw (European environmental law)		
4. Machowski J., /2000/ <i>Problemy prawne ochrony środowiska</i> , Difin, Warsaw (Environmental legal problems)		
5. Radecki W., /2002/ <i>Odpowiedzialność prawna w ochronie środowiska</i> , Difin Warsaw (Legal environmental responsibility)		
Author of the syllabus: Katarzyna Strzała-Osuch, MSc		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

Speciality: FIR, INFO, PolSam

## COURSE CARD (syllabus)

Course name: <b>Human Resource Management</b>		
Type of studies: <b>daily/extramural</b>	Semester: <b>4</b>	
Type of course units: <b>lecture + seminars</b>	Teacher: <b>Dr. Jolanta Konkul, Dr. Sylwester Kania</b>	
Goal: <i>Human resource management practice is often assessed negatively. At the same time, we find out that very good human resource management is the main source of corporate successes. Human resource management issues are described in many publications. Foreign textbooks on this course comprise 600-800 pages. The syllabus focuses on leading issues.</i>		
Requirements: <i>During the classes, students shall acquire theoretical knowledge of the course. They shall attend lectures and get acquainted with recommended literature. During seminars, students get acquainted with the course by the way of solving sample problems.</i>		
Preceding courses: <i>Basics of Management</i>		
No.	Specification	Tasks to be performed by students
1.	Reminding key management issues	Learning material presented
2.	Ethics and quality of human resource management	Learning material presented
3.	Human resource administration	Learning material presented
4.	Communication and negotiations	Learning material presented
5.	Challenges relating to gainful employment in the 21 <sup>st</sup> century	Learning material presented
6.	Evaluation of employee development capacity	Learning material presented
7.	Human resource policy at companies	Learning material presented
8.	Selection of employees	Learning material presented
9.	Incentive programmes	Learning material presented
<b>Evaluation and credits:</b> <i>The course ends up with: lecture – written examination, max 100 points</i> <i>Seminars - credits based on active participation in seminars and attendance.</i>		
Textbooks: A. Polańska, <i>Zarządzanie personelem</i> , Wyd. Uniwersytetu Gdańskiego (Human resource management) J. Stoner i inni, <i>Kierowanie</i> , Wyd. PWE, Warszawa 2001, chapters 1,4,8,14,16,17,18,19 (Management) M. Kostera, <i>Podstawy organizacji i zarządzania</i> , Wyd. Wyższej Szkoły Przedsiębiorczości i Zarządzania, Warsaw 1995 (Fundamentals of organisation and management)		
<b>Author of the syllabus:</b> Dr. Jolanta Konkul, Dr. Sylwester Kania, WSZ in Kwidzyn		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, INFO, PolSam**

## COURSE CARD (syllabus)

Course name: <b>Environment Administration</b>		
Type of studies: <b>extramural / daily</b>	Semester: <b>4</b>	
Type of course units: <b>lectures</b>	Teacher: <b>Katarzyna Strzała-Osuch, MSc</b>	
Goal: <i>make students acquainted with the system of co-operation between institutions and organisations administering environment protection.</i>		
Requirements: <i>attendance and active participation in classes.</i>		
<b>No.</b>	<b>Specification</b>	<b>Tasks to be performed by students</b>
	Environment place in the national economy	
	Necessity to administer the environment	
	Environment management system – p. 1	
	Environment management system – p. 2	
	Environment administration finance	
	Environment administration effectiveness	
<b>Assessment and credits:</b> <i>semester paper</i>		
<b>Textbook:</b>		
1. Miłaszewski R. /1999/ <i>Strategie zarządzania środowiskiem w przedsiębiorstwie i gminie</i> , Polskie Zrzesz. Inż. i Tech. Sanit. w Poznaniu, Politech. Białostocka, Poznań-Białystok (Environment management strategies at companies and municipalities)		
2. Nahotko S. /2002/ <i>Podstawy ekologicznego zarządzania przedsiębiorstwem</i> , Oficyny Wyd. Ośrod. Postępu Org. Sp. z o.o., Bydgoszcz (Foundamentals of environmental corporate management)		
3. Richert M. /2002/ <i>Ochrona środowiska w działalności inwestycyjnej i gospodarczej</i> , Oś. Doradz. i Dosl. Kadr Sp. z o.o., Gdańsk (Environmental protection at investment and business entities)		
4. Poskrobko B. /1998/ <i>Zarządzanie środowiskiem</i> , Polskie Wyd. Ekonomiczne (Environment management)		
<b>Supplementary literature:</b>		
1. "Ekonomia i środowisko" (Economics and Environment) magazine published by the Foundation for Economic and Natural Resources, 1995-2003		
2. Górka K., Poskrobko B., Radecki W. /2001/ <i>Ochrona środowiska. Problemy społeczne, ekonomiczne i prawne</i> , Polskie Wydawnictwo Ekonomiczne, Warsaw (Environmental protection. Social, economic and legal problems)		
Author of the syllabus: Katarzyna Strzała - Osuch, MSc, WSZ in Kwidzyn		Notes

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: PolSam**

## COURSE CARD

(syllabus)

<b>Course name: SME Management</b>		
Type of studies: daily / extramural	Semester: 6	
Type of course units: lectures	Teacher: <b>Dr. Julita Wasilczuk</b>	
<b>Goal:</b> Making students acquainted with economics, organisation and management of small organisations and institutions supporting the process.		
<b>Requirements:</b> By their active participation in lectures, students shall acquire the material specified for particular course units		
<b>No.</b>	<b>Specification</b>	<b>Tasks to be performed by students</b>
	Key terms relating to small and medium-sized enterprises (small business, owner – manager, entrepreneur). Role of SME sector in the economy.	
	Impact of the environment on decisions made by small organisations.	
	Specification of decision-making process at small organisations (planning: business plan structure, management, motivation and control)	
	Small business finance.	.
	Small business development; factors, strategies.	.
	Role of innovativeness, network and clusters in small business operation and management.	.
	Aid programmes.	.
<b>Assessment and credits:</b> <i>The course ends up with:</i> <i>- credits based on an essay.</i>		
<b>Auxiliary materials:</b> B. Piasecki: <i>Ekonomika i zarządzanie małą firmą</i> , PWN (Economics and small business management) K. Sasin: <i>Zarządzanie małą firmą</i> , Wydawnictwo Akademii Ekonomicznej (Small business management) B. Bławat: <i>Przedsiębiorca w teorii i praktyce ekonomii</i> (Entrepreneur in theory and practice) T. Łuczka: <i>Kapitał obcy w małym i średnim przedsiębiorstwie</i> (External capital at small and medium-sized enterprises)		
<b>Author of the syllabus:</b> Dr. Julita Wasilczuk		<b>Notes:</b>

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, PolSam**

## COURSE CARD (syllabus)

Course name: <b>Quality and Environment Management Systems</b>		
Type of studies: <b>extramural</b>	Semester: <b>4</b>	
Type of course units: <b>lectures + classes</b>	Teachers: <b>Dr. Piotr Grudowski, Engineer, Dr. Michał Makowski</b>	
<p><b>Goal:</b> Make students acquainted with quality and environment management, including especially formal management systems defined in ISO 9001 and ISO 14001. Apart from main assumptions and requirements of such systems, students will get acquainted with tools supporting their efficient operation and improvement (statistic methods, economic aspects, meaning of human factors, etc.). The knowledge presented during lectures and classes is to prepare students to designing, operating and improving the said systems on their own.</p>		
<p>Requirements: <b>It is assumed that students have already got some knowledge of: Fundamentals of Organisation and Management, Strategic Management, Fundamentals of Statistics, Human Resource Management</b></p>		
<b>No.</b>	<b>Specification</b>	<b>Tasks to be performed by students</b>
	Key terms. TQM. Excellence models. EFQM.	Designing quality policy and goals for a selected organisation
	Genesis of normative management systems. Sectoral systems.	Analysis of usefulness of selected best management practice in specific areas of economy.
	Structure and requirements of quality management systems according to ISO 9000 standards. Process approach.	Case study and recommendations of specific solutions. Development of process maps. Development of Quality Assurance documents.
	Environment-friendly management system according to ISO 14001. Integration of normative management systems.	Comparison of requirements for quality systems with requirements for environment-friendly management systems.
	Human factor in normative management systems. Quality costs and economic aspects of quality and environment management.	Tests on respective management styles. Case study and analysis of quality costs.
	Volatility. Tools and methods of analysis, control and quality improvement.	Preparation of quality criteria for selected elements. Utilisation of selected methods to solve problems based on statistical models.
<p><b>Assessment and credits:</b> <i>The course ends up with:</i> <b>CREDITS</b> <i>Share (% - points)</i></p>		
<p><b>Textbook:</b> 1. Grudowski P. Jakość, środowisko i BHP w systemach zarządzania. AJG - OPO. 2003 (Quality, environment and industrial safety in management systems) 2. Grudowski P., Pochyluk R. Szamański J. Zasady wdrażania systemu zarządzania środowiskowego zgodnego z wymaganiami normy ISO 14001. EKOKONSULT 1999 (Principles for implementing environment-friendly systems consistent with ISO 14001)</p> <p><b>Supplementary literature:</b> 2. Hamrol A., Mantura W. Zarządzanie jakością. Teoria i praktyka. PWN 2002 (Quality management. Theory and practice)</p>		
Author of the syllabus: Dr. Piotr Grudowski, Engineer Dr. Michał Makowski		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

Speciality: PolSam

## COURSE CARD (syllabus)

Course name: <b>Ethics in Administration and Business</b>		
Type of studies: <b>daily / extramural</b>	Semester: <b>6</b>	
Type of course units: <b>lectures + classes</b>	Teacher: <b>Dr. Jaroslaw Rolewski</b>	
<p><b>Goal.</b> Lecture: the purpose of lectures is to make students sensitive to moral aspects of various business forms. Economic and praxeological rationality, the achievement of high efficiency parameters face restrictions of moral and social acceptability. The moral climate of business co-operation has got value as such, but it is also an important element of an economic analysis (it is worth being ethical). The practical goal of classes is to make students interested in acquiring skills of applying moral premises in the business decision-making process. Forms of acquisition: lectures will be divided into a general and detailed part. A general part will present key issues of ethics, historic relations between economics and moral philosophy, influence of philosophical and moral ideas on business life, contemporary types of relations between economics and ethics. A detailed part will present typical conflicts between ethics and economic rationality in the process of generating and sharing income. In the second part, a lecture will be combined with a discussion. A discussion is planned at the end of each lecture.</p>		
<p><b>Requirements:</b> During the classes, students shall acquire theoretical knowledge of subjects presented below. <b>Preceding subjects:</b></p>		
No.	Specification	Tasks to be performed by students
6.	Definition and subject of ethics. Professional types of ethics. Social ethics – economic ethics – business ethics. World and European structures of business ethics promotion.	
48.	<p>Ethics and economics – historic relations and development of definitions and theories versus the present:                      classic sources of moral philosophy unity (ethics – economics – politics) in letters of Aristotle, St. Thomas, Albertini (business activity has been perceived as a form of social life for ages, people are more important than property);                      Protestant ethics (ascetics moves from monasteries to households), practical advice of Benjamin Franklin for young entrepreneurs, i.e. how to deserve a loan;                      utilitarianism and liberalism (A. Smith, J. S. Mili) criticised by moral reogrism of Immanuel Kant (moral imperatives in business ethics);                      Experience of socialism and communism versus contemporary business ethics; liberalism and solidarity – contemporary conflict of principles of ethics and economics; forms of moral arguments of liberals and solidarists.</p>	
49.	Types of ethical arguments addressed to businessmen (honesty pays off, respect rules of a game, be a human being, be responsible).	
50.	Code of ethics for companies and professions as forms of moral and professional experience accumulation and a set of main criteria for decent performance of one's profession or decent operation of a company.	
51.	Ethical dilemmas of getting richer and accumulation of capital from individual and social point of vie – analysis of conflict situations:	

	<p>unit's right to self-development; how to select a profession from its moral exposure point of view;  matters of increasing income and moral restrictions (given the example of marketing, advertisement, consulting, commerce, intermediacy, stock exchange);  effectiveness and morality in management, negotiations, advertisement, human relations;  politics and administration versus economic life. Corruption as buying political and administrative decisions ;  The problem of unfair competition in various areas of economic life.</p>	
52.	Ethical dilemmas relating to the division of income (social politics and living style). Criteria of justice (problem of fair pay and social policy). Classical and contemporary theories of justice (J. Rawls, R. Nozick), fair price, honest pay, honest taxes.	
53.	Problem of social and ethical liability of companies: internal liability; external liability.	
54.	Trust in business. Factors and advantages of the growth of moral trust in business activity.	
<b>Assessment and credits:</b>		
<b>The course ends up with:</b> <i>credits based on a paper and a written examination .</i>		
<b>Textbooks:</b>		
<p><i>Etyczny wymiar przekształceń gospodarczych w Polsce</i>, edited by A. Węgrzecki, Kraków 1996 (Ethical dimension of economic transformation of Poland)  <i>Etyka biznesu – w działaniu. Doświadczenia i perspektywy</i>. Edited by Wojciech Gasparski, Jerzy Dietl, Wydawnictwo Naukowe PWN, Warsaw 2001 (Ethics of business – in practice. Experience and perspectives)  <i>Etyka biznesu</i>, Edited by: Jerzy Dietl, Wojciech Gasparski, PWN, Warsaw 1997 (Ethics of business)  <i>Etyka biznesu. Z klasyki współczesnej myśli amerykańskiej</i>. Selected and edited by: Leo van Ryan, Jacek Sójka, Wyd. "W drodze", Poznań 1997 (Ethics of business. Contemporary American thought)  Jackoson Jennifer, <i>Biznes i moralność</i>, Warsaw 1999 (Business and morality)  Klimaczak Bożena, <i>Etyka gospodarcza</i>, Wyd. Akademii Ekonomicznej we Wrocławiu, Wrocław 1996 (Economic ethics)  Porębski Czesław, <i>Czy etyka się opłaca? Zagadnienia etyki biznesu</i>, Wyd. "Znak", Kraków 1998 (Is ethics profitable? Issues of business ethics)  Pratley Peter, <i>Etyka w biznesie</i>, translated by M. Albigowski, Warsaw 1998 (Ethics in business)</p>		
<b>Author of the syllabus: Dr. Jarosław Rolewski</b>		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, PolSam**

## COURSE CARD (syllabus)

Course name: <b>Financial Management</b>		
Type of studies: <b>daily / extramural</b>		Semester: <b>5</b>
Type of course units: <b>lecture + classes</b>		Teacher: <b>Dr. Dariusz Wieczorek</b>
<p><b>Goal:</b> <i>make students acquainted with problems relating to financial management in a long run (specification of problems). Presenting differences in methodology of the decision-making process in a short and long run. Make students able to apply financial management methods.</i></p>		
<p><b>Requirements:</b> <i>During the classes, students shall acquire theoretical knowledge specified below. They shall take part in lectures and get acquainted with literature. During seminars, students get acquainted with financial management methods based on selected examples.</i></p>		
<p><b>Preceding subjects:</b> <i>Fundamentals of Finance</i></p>		
No.	Specification	Tasks to be performed by students
	Liquidity management in a short and long run. Ex post and ex ante cash flows. Rules of cash flow planning / forecasting. Dynamic and statistic liquidity measurement - use of ratios to manage liquidity. Examples.	[2] p.35-91
	Project planning. Investment risk in management. Methods of project evaluation – statical and dynamic ones. Evaluation of projects – case study.	[1] p.209-264.
	Projects – mergers/combination of companies. Theoretical premises for mergers. Estimation of investment expenditure relating to the purchase of a company – types of valuation methods. Disadvantages and advantages of proprietary, income and mix methods. Evaluation of companies – case study.	[3] p.111-143 p.283-334
	Investment based on lease. Essence and types of lease. Preparation and evaluation of lease decisions. Lease contracts – case study.	[1] p. 331-358
	Financial investments. Investments at stock exchange, in investment funds, bank deposits, etc. Evaluation of risks of financial investments – examples.	
	Long-term sources of finance and their cost. Equity and its cost. External capitals – bonds, bank loans, etc. Case study.	[1] p. 265-330
	Financial plan – rules of construction. Mutual relations between plan elements and manners of their projection.	[1] p.463-488 p.377-462
<p><b>Assessment and credits:</b> Semester paper on a selected subject relating to financial management – 40% of the final grade; <i>written examination - 60% of the final grade.</i></p>		
<p><b>Textbook:</b> 1. Rutkowski - <i>Zarządzanie finansami</i>, PWE, Warsaw 2003 (Financial Management) 2. M.Sierpińska,D.Wędzki - <i>Zarządzanie płynnością finansową w przedsiębiorstwie</i>, PWN, Warsaw 1997 /and newer versions/ (Corporate financial liquidity management) 3. D. Zarzecki - <i>Metody wyceny przedsiębiorstw</i>, FRR, Warsaw 1999 (Corporate valuation methods)</p>		
<p><b>Supplementary literature:</b> 1. E.F.Bringham - <i>Podstawy zarządzania finansami</i>, PWE, Warsaw 1996, v. 3 /and newer versions/ (Fundamentals of financial management) 2. B.Olzacka,R.Pałczyńska-Gościńskiak - <i>Jak oceniać firmę</i>, ODDK, Gdańsk 2002 (How to evaluate the company?)</p>		
<b>Author of the syllabus:</b> Dr. Henryk Roeding, Marine Academy		Notes:



# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, INFO, PolSam;**

## COURSE CARD (syllabus)

Course name: <b>Environmental Impact Evaluation</b>		
Type of studies: <b>extramural / daily</b>	Semester: <b>5</b>	
Type of course units: <b>lectures + classes</b>	Teacher: Katarzyna Strzała-Osuch, MSc	
Goal: <i>practical preparation to the evaluation of environmental impact and environmental reviews.</i>		
Requirements: <i>attendance and active participation in classes, final test.</i>		
Preceding courses: Human Being Vs. Environment, Environmental Policy, Local Environmental Protection		
No.	Specification	Tasks to be performed by students
1	History of environmental impact evaluation.	Description of the condition of environment
2	Acts and ordinances used by Environmental Impact Evaluation; Stages and procedures of EIE; Methods applied by EIE (p.1); Methods applied by EIE (p.2); Community's contribution to EIE	
3	Analysis of EIE in Poland (questionnaires filled by provincial offices)	
4	Environmental reviews (audits)	
5	Local inspection of a future investment – classes on site.	
6	Analysis of EIE in Poland (questionnaires filled by provincial offices)	
7	Presentation of legal acts – information necessary to make an evaluation.	Explanation why EIE is required
8	Stages of EIE - scoping.	Analysis of project impacts.
9	Stages of EIE – variants.	Analysis of variants
10	Society's contribution to EIE	Establishment of ecosystem, identification of conflicts.
11	Factors softening project impacts.	Identification of implementation measures.
12	Monitoring and feasibility study – on-site classes at IP Kwidzyn S.A.	Establishment of a monitoring system.
Assessment and credits: <i>The course ends up with a semester paper (lecture) and a test (classes)</i> <i>Share (%): 60% test + 40% attendance and activeness</i>		
<b>Textbooks:</b>		
1. Lenart W., Tyszecki A., /1998/ <i>Poradnik przeprowadzania ocen oddziaływania na środowisko</i> , EKO-KONSULT, Gdańsk (Guide for environmental impact evaluation)		
Supplementary literature:		
2. Nierzwicki W., /2002/ <i>Energia, gospodarka, środowisko</i> , Wydawnictwo Uniwersytetu Gdańskiego, Gdańsk. (Power, economy, environment)		
3. Winpenny J.T., /1995/ <i>Wartość środowiska. Metody wyceny ekonomicznej</i> , PWE, Warsaw (Value of environment. Methods of economic evaluation)		
4. <i>”Ekonomia i środowisko”</i> (Economics and Environment) magazine of the association of environmental and natural resource economists, Fundacja Ekonomistów Środowiska i Zasobów Naturalnych 1995-2003.		
Author of the syllabus: Katarzyna Strzała-Osuch, MSc, WSZ in Kwidzyn		Notes:

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: FIR, INFO, PolSam;**

## COURSE CARD (syllabus)

Course name: <b>Social and Business Insurance</b>		
Type of studies: <b>daily / extramural</b>	Semester: <b>5</b>	
Type of course units: <b>lectures + classes</b>	Teacher: <b>Dr. Zbigniew Rudasz</b>	
Goal: <i>make students acquainted with selected issues relating to business and social insurance in the market economy, including especially solutions applied in Poland. A very important objective is to present practical aspects of certain types of business insurance and new solutions of the social insurance system.</i>		
Requirements: <i>During the lectures, students should acquire basic theoretical knowledge of the role and operation of business insurance and social insurance in the market economy, including especially Poland, in order to prepare a semester paper.</i> <i>To prepare the paper, they shall additionally get acquainted with literature. Student shall attend classes and take an active part in discussions on the evaluation of the reformed social insurance system in Poland. For that purpose, they shall trace information thereon published in the daily press and professional magazines on a current basis.</i>		
Preceding courses:		
No.	Specification	Tasks to be performed by students
1.	<b>Business insurance and social insurance</b> (essence, definition and philosophy of both types of insurance; basic differences; business insurance, social insurance and personal insurance)	
2.	<b>Place, role and meaning of insurance in the national economy</b> (essence of acts of God, insurance as a business device, principles of insurance protection, basic insurance functions, place and role of insurance companies in the financial market, classification of insurance, penetration index, insurance protection ratio)	
3.	<b>Business insurance in the European Union</b> <i>(single insurance market – basic stages and regulations; main changes in EU insurance markets, leading insurance companies)</i> <b>Contemporary development trends relating to business insurance</b> (capital concentration – mergers, banking and insurance groups - <i>allfinanz</i> ; demutualisation; self-insurance trends - <i>captives</i> ; trends relating to policy distribution – agents versus Internet)	
4.	<b>Polish business insurance system</b> (main legal regulations, entities running insurance activity and insurance market players) <b>Insurance agents</b> <i>(general issues, legal basis for agent operation, insurance agent, insurance broker)</i> <b>Insurance surveillance in Poland</b> <i>(role and tasks of insurance surveillance, types of insurance supervision, principles for insurance supervision in Poland, UNFE, evaluation of operation and trends of changes, insurance surveillance in selected EU member states)</i> <b>Insurance Protection Institutions in Poland</b> (Insurance Guarantee Fund, Polish Transport Insurance Bureau, Ombudsman of the Insured, Polish Chamber of Insurance).	

5.	<p><b>Insurance contract versus legal insurance relationship</b> (legal regulations and parties of an insurance relationship; conclusion and parties of insurance contracts; liability of an insurance company; insurance compensation: insurance cover, guaranteed amount, own share, expiry of an insurance relationship, general insurance terms and conditions)</p> <p><b>Selected types of business insurance:</b> general liability insurance transport insurance life insurance (terms and essence; specification; main classification and types)</p>	
6.	<p><b>Main social (pension) insurance models</b> (repartition system, capital system, mixed system, direction of reforms given examples of selected countries)</p> <p>Premises and goal of the social (pension) insurance reform in Poland and the philosophy of the new system (objective premises, subjective premises, establishment of a stable and efficient pension system, relation between a pension and the amount of premiums paid)</p> <p><b>Characteristics of the reformed pension insurance system in Poland</b> (main assumptions and rules of the new system, specification of three pillars of the pension reform, premium, taxes, retirement benefits, retirement age, reform finance)</p>	
7.	<p><b>Evaluation of the first pillar of the pension insurance system</b> (problems with ZUS IT system; OFE arrears and their consequences for the insured)</p> <p><b>Evaluation of the second pillar of the pension insurance system</b> (costs of operation and investment results of PTE; supply trends, proposals of changes)</p> <p><b>Evaluation of the third pillar of the pension insurance system</b> (Employee Pension Schemes; improvement proposals – analysis of trends of suggested changes)</p>	
<p>Assessment and credits: The course ends up with: <b>lecture:</b> credits based on a semester paper (grade); <b>classes:</b> test (without a grade); Share (%)</p>		
<p><b>Textbook:</b></p> <ol style="list-style-type: none"> <li><i>Vademecum ubezpieczeń gospodarczych</i>, edited by T. Sangowski, SAGA Printing, Poznań 2000 (Handbook of Business Insurance)</li> <li><i>Ubezpieczenia w gospodarce rynkowej</i>, edited by T Sangowski, Oficyna Wydawnicza Branta, Bydgoszcz-Poznań 2002 (Insurance in market economy)</li> <li><i>Ubezpieczenia. Rynek i ryzyko</i>, edited by W. Ronki-Chmielowiec, PWE Warsaw 2002 (Insurance. Market and Risks)</li> </ol> <p><b>Supplementary literature:</b></p> <ol style="list-style-type: none"> <li><i>Ubezpieczenia gospodarcze</i>, edited by T. Sangowski, Poltext, Warsaw 2000 (Business insurance)</li> <li><i>Podstawy ubezpieczeń</i>, edited by J. Monkiewicz, Poltext, Warsaw 2000 (v. I) and 2001 (v. II) (Fundamentals of Insurance)</li> <li><i>Ubezpieczenia w gospodarce rynkowej</i>, edited by A Wąsiewicz, Oficyna Wydawnicza Branta, Bydgoszcz 1994 (p. 1 and 2) and 1997 (p. 3) (Insurance in market economy)</li> <li>A. Banasiński, <i>Ubezpieczenia gospodarcze</i>, Poltext, Warsaw 1996 (Business insurance)</li> <li><i>Ubezpieczenia społeczne i gospodarcze</i>, edited by M. Pierzchalska, Wyższa Szkoła Biznesu, Radom 2000 (Social and business insurance)</li> <li><i>Ubezpieczenia w Unii Europejskiej</i>, edited by J. Monkiewicz, Poltext, Warsaw 2002 (Insurance in EU)</li> <li><i>Gazeta Ubezpieczeniowa (Insurance Daily)</i></li> </ol>		
Author of the syllabus: Dr. Zbigniew Rudasz, WSZ in Kwidzyn, University of Gdańsk	Notes:	

# KWIDZYN SCHOOL OF MANAGEMENT

Speciality: PS

## COURSE CARD

Course name: <b>Social Policy</b>		
Type of studies: <b>daily / extramural</b>	Semester:	
Type of course units: <b>lecture, classes</b>	Teacher: Dr. Witold Toczyski	
<b>Goal:</b>		
<i>Combination of basic problems and institutions of social policy with practical social issues through controlled workshops.</i>		
<b>Requirements:</b>		
<b>Assessment and credits:</b>		
<i>The course ends up with:</i>		
<ul style="list-style-type: none"> <li>• <i>presentations in the form of workshop classes.</i></li> </ul>		
No.	Specification	Tasks to be performed by students
1.	Objectives of Social Policy	
2.	Entities of social policy in Poland	
3.	Entities of international social policy	
4.	Welfare	
5.	Social pathologies	
6.	Social security	
7.	Social issues – theoretical introduction	
8.	Social justice, poverty, discrimination, pathology, issues of women, family, village – conversation classes	
Author of the syllabus: Dr. Witold Toczyski		Notes

### Literature:

- J. Podolski, W. Turnowiecki – *Polityka społeczna*, UG, 2003 (Social Policy)
- L. Dziewięcka – Bokun, J. Mielecki: *Wybrane problemy polityki społecznej*, wyd. Uniwersytetu Wrocławskiego, Wrocław 1997 (Selected problems of social policy)
- J. Auleytner, *Polska polityka społeczna. Ciągłość i zmiana*, WSP TWP, Warsaw, 2004 (Polish social policy. Continuity and changes)
- Monthly: Social Policy

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: PS**

## COURSE CARD

Course name: <b>Penal and Fiscal Law</b>		
Type of studies: <b>daily / extramural</b>	Semester: <b>5</b>	
Type of course units: <b>lectures, classes</b>	Teacher: Marek Krull, MSc	
<b>Goal:</b> <i>Explanation of penal and subjective, as well as penal and trial principles and regulations, including regulations provided in the penal and fiscal code (Journal of Laws No. 83 item 930)</i>		
<b>Requirements:</b> During the course (lectures and classes), students shall acquire basic issues and standards presented in the penal code and the penal and fiscal code specified below. Students shall attend lectures and classes and get acquainted with recommended literature. Getting acquainted with the system of applicable tax law (tax statute of 29 August 1997).		
<b>Assessment and credits:</b> <i>The course ends up with:</i> <ul style="list-style-type: none"> <li>• credits based on a semester paper</li> <li>• written examination in the form of a test concerning lectures</li> </ul>		
No.	Specification	Tasks to be performed by students
7.	Penal and subjective law. Basic issues, definition and scope of application of the penal law. Definition of a forbidden act, offence and crime. Regulations on the above in the Polish legal system. Circumstances excluding fault and penal liability, penalties and means of punishment and cancelling of a sentence.	
8.	Law of criminal procedure. Criminal procedure, parties of a trial, criminal activities, evidence, preparatory proceedings, trial before a court.	
9.	Penal and fiscal law versus penal and fiscal code, regulations enforcing the penal and fiscal law, and the scope of regulations, forms of forbidden acts, division into fiscal crimes and offences, forbearance, statutory expressions used in legal and fiscal regulations. Penal and fiscal crime and offences against tax duties and grant settlements, against custom duties and foreign exchange trading rules, against organisation of gambling and betting, against privatisation of the State-owned properties.	
10.	Proceedings in the case of fiscal crimes and offences, security on property, jurisdiction of prosecution authorities, voluntary submission to penalty, preparatory proceedings and court proceedings, proceedings by writ of payment, proceedings against the absent.	
11.	Enforcement proceedings related to fiscal crimes and offences, scope of application, procedure, enforcement of penalties and means of	

	punishment.	
12.	Amendments to penal and fiscal regulations presented in the act of 27 October 2002 on liability of collective entities and the verdict of the Constitutional Tribunal on inconsistency of a part of the above law with the constitution .	
<b>Author of the syllabus:</b> Marek Krull		<b>Notes</b>

**Literature:**

- Violeta Konarska Wszosek, Tomasz Oczkowski, *Prawo Karne Skarbowe*, Dom Organizatora, Toruń 2005 (Penal and fiscal law)
- Stanisław Baniak, *Prawo Karne Skarbowe*, Zakamycze 2005 (Penal and fiscal law)
- *Nowa Kodyfikacja Karna, Kodeks Karny Skarbowy – Ministerstwo Sprawiedliwości, Departament Kadr i Szkolenia*, Warszawa 1999 (New penal codification. Penal and fiscal code - Ministry of Justice, Human Resource and Training Department)
- Andrzej Marek, *Prawo Karne*, C.H.Beck 2005 (Penal law)
- Andrzej Marek i Stanisław Waltoś, *Podstawy prawa i procesu karnego*, LexisNexis, 2003 (Basis of law and criminal procedure)
- Stanisław Waltoś, *Proces Karny – zarys systemu*, Lexis Nexis, 2003 (Penal process – outline of the system).

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: PS**

## COURSE CARD

Course name: <b>Regionalism and Federalism in Europe</b>		
Type of studies: <b>daily / extramural</b>	Semester	
Type of course units: <b>lecture</b>	<b>Teacher:</b> Dr. Witold Toczyski	
<b>Goal:</b> <i>Learning reasons for regionalisation and federalism processes in Europe. Acquiring practical knowledge based on specific regional co-operation projects having an important impact on the reinforcement of ideas of decentralisation and aid in the EU system.</i>		
<b>Requirements:</b>		
<b>Assessment and credits:</b> <i>The course ends up with:</i> <ul style="list-style-type: none"> <li>• <i>A semester paper on regional co-operation projects Interreg IIC i III B + examination</i></li> </ul>		
<b>No.</b>	<b>Specification</b>	<b>Tasks to be performed</b>
1.	Definition and basis of federalism processes	
2.	Federalism – between particularism and centralism	
3.	Theories of federalism	
4.	Institutions and rules of federalism	
5.	Role and meaning of subsidiarity in the European integration	
6.	Regional policy in the European Union	
7.	Cohesion of European space – condition and meaning for development of regions	
8.	Institutions, programmes and documents strengthening regional co-operation	
9.	Community Initiative Projects strengthening regions of Europe	
10.	Trends and perspectives of the construction of new balance between regionalism and federalism in Europe	
<b>Author of the syllabus:</b> Dr. Witold Toczyski		<b>Notes:</b>

**Literature:**

- *Federalizm, Teorie i koncepcje*, ed. Wiesław Bokajło, Wrocław 1998 , ISBN: 8322918313 (Federalism. Theories and concepts)
- Pietrzyk Irena, *Polityka regionalna Unii Europejskiej i regiony w państwach członkowskich*, Warsaw 2003 (EU regional policy and regions in member states)
- *Polityka regionalna* ed. Witold Toczyski and Adam Mikołajczyk, GWSH, Gdańsk 2001, ISBN 83-915410-0-0 (Regional policy)
- V.Ostrom, *Federalizm amerykański: tworzenie społeczeństwa samorządowego*, Olsztyn 1994 (American federalism: development of local government community)
- <http://panda.bg.univ.gda.pl/~toczyski/>;

# KWIDZYN SCHOOL OF MANAGEMENT

**Speciality: PolSam**

## COURSE CARD (syllabus)

Course name: <b><u>Sustainable Baltic Region</u></b>		
Type of studies: <b>daily / extramural</b>		<b>Semester – 2</b>
Type of course units: <b>lecture i classes based on educational tapes</b>		<b>Teacher – Dr. Ewa Toczyska</b>
<b>Goal:</b> make students acquainted with basic issues relating to the sustainable development of the Baltic Region, threats and measures of counteracting them; mobilise students to make their own theses and solve problems through workshops.		
<b>Requirements:</b>		
No.	Specification	Tasks to be performed by students
1.	1. Development of Sustainable Development Idea  Rome Club's report  Global Summit, conference in Rio de Janeiro., 1992 Earth Chart and Global Action Plan - Agenda 21 Global Summit, Johannesburg 2002 National Environmental Policy 2 (Poland)	
2.	2. Co-operation within the Baltic Region Gdańsk Convention Helsinki Convention Council of Baltic Sea States (CBSS) Baltic 21 Euroregions: Pomerania, the Baltic, Niemen VASAB Programme ( Visions and Strategies of Around the Baltic)	
3.	3. Hot Spots and Green Spots in the Baltic Region Industrial pollution Municipal pollution Regional pollution (agriculture) Pollution in the basin of the Vistula, Odra and cross-border areas	
4.	4. Towards sustainable transport in the Baltic Region Via Baltica Via Hanzeatica Private or public transport Instruments of the state's transport policy	
5.	5. Sustainable development of settlements Agenda 21 for housing industry Sustainable development of municipal environment  Threats for the development of an urban organism Sustainable development of municipal areas and outskirts	



	Reinforcement of municipal ecosystem Examples of urban development solutions in cities of the Region	
6.	6. House and a city of the future Environment-friendly house Futurology in urban planning and housing industry	
<b>Assessment and credits:</b>		
Presentation during workshops		
<b>Textbook:</b>		
<ol style="list-style-type: none"> <li>1. S.Kozłowski, <i>Ekorozwój. Wyzwanie XX wieku</i>, PWN, Warsaw 2002 (Ecodevelopment. Challenge of the 20th century)</li> <li>2. <i>Zrównoważony Rozwój- doświadczenia polskie i europejskie</i>, ed. S.Czaja, Nowa Ruda 2005, Biblioteka "Ekonomia i środowisko" No. 33 (Sustainable development – Polish and European experience)</li> <li>3. <i>Zarządzanie zrównoważonym rozwojem, Agenda 21 w Polsce – 10 lat po Rio</i>, ed. T.Borys, wyd. Ekonomia i Środowisko, Białystok 2003 (Sustainable development management. Agenda 21 in Poland – 10 years after Rio)</li> <li>4. <i>W.Pęski, Zarządzanie zrównoważonym rozwojem miast</i>, Warsaw , Arkady, 1995 (Management of city sustainable development)</li> <li>5. "Aura", monthly.</li> </ol>		
<b>Author of the syllabus:</b>		<b>Notes:</b>