

**Subject card**

|  |   |  |                       |                                     |  |            |     |
|--|---|--|-----------------------|-------------------------------------|--|------------|-----|
| <b>Subject name and code</b>                       | Business management - auditorium classes, PG_00134059   |  |                       |                                     |  |            |     |
| <b>Field of study</b>                              | Taxes and Tax Consultancy   |  |                       |                                     |  |            |     |
| <b>Date of commencement of studies</b>             | October 2024  | <b>Academic year of realisation of subject</b>           |                       |                                     | 2024/2025                                      |            |     |
| <b>Education level</b>                             | Bachelor's studies  | <b>Subject group</b>                                     |                       |                                     | Obligatory subject group in the field of study |            |     |
| <b>Mode of study</b>                               | part-time studies   | <b>Mode of delivery</b>                                  |                       |                                     | at the university                              |            |     |
| <b>Year of study</b>                               | 1   | <b>Language of instruction</b>                           |                       |                                     | Polish   |            |     |
| <b>Semester of study</b>                           | 1   | <b>ECTS credits</b>                                      |                       |                                     | 2.0  |            |     |
| <b>Learning profile</b>                            | academic  | <b>Assessment form</b>                                   |                       |                                     | credit   |            |     |
| <b>Conducting unit</b>                             | Faculty of Law and Administration -> Rector   |  |                       |                                     |  |            |     |
| <b>Name and surname of lecturer (lecturers)</b>    | <b>Subject supervisor</b>   |  | dr Emilia Dobrowolska |                                     |  |            |     |
|  | <b>Teachers</b>   |  | dr Emilia Dobrowolska |                                     |  |            |     |
| <b>Lesson types</b>                                | <b>Lesson type</b>  | Lecture  | Tutorial              | Laboratory                          | Project  | Seminar    | SUM |
|  | <b>Number of study hours</b>  | 0.0  | 10.0                  | 0.0                                 | 0.0  | 0.0        | 10  |
|  | E-learning hours included: 0.0  |  |                       |                                     |  |            |     |
| <b>Learning activity and number of study hours</b> | <b>Learning activity</b>  | Participation in didactic classes included in study plan |                       | Participation in consultation hours |  | Self-study | SUM |
|  | <b>Number of study hours</b>  | 10   |                       | 0.0                                 |  | 40.0       | 50  |
| <b>Subject objectives</b>                          | The aim of the subject is to provide students knowledge regarding the essence, scope and structure of the management process in relation to the formal and legal specifics. |  |                       |                                     |  |            |     |

| Learning outcomes | Course outcome  | Subject outcome  | Method of verification  |
|-------------------|---|--|---|
|                   | <p>[PiDPL3_U06] He/she can plan and organize work individually and in a team, as well as cooperate with other people as part of team work, in particular relevant for the application of tax and balance sheet law (also interdisciplinary work, in particular legal and economic)</p>  | <p>The student plans and organizes individual and team work, as well as cooperates with other students as part of team work, in particular in the area of managing the organization.</p>   | <p>[SU1] oral statement/conversation/discussion<br/>[SU2] presentation/project/paper/report</p> |
|                   | <p>[PiDPL3_U03] The graduate can communicate using specialized legal, financial and tax terminology</p>   | <p>Student communicates with other students using specialized management terminology.</p>  | <p>[SU1] oral statement/conversation/discussion</p>   |
|                   | <p>[PiDPL3_K01] The graduate understands the complexity of problems occurring in the field of tax law, finance and accounting and related disciplines, and therefore is ready to assess the problems critically. He/she understands the importance of knowledge in solving cognitive and practical problems and - in case of difficulties with solving the problem independently - consulting experts in tax law, finance, accounting and related disciplines (especially scientists, expert tax advisors, lawyers dealing with disciplines other than tax law and balance sheet), and, if necessary, also expert specialists in disciplines other than legal and economic sciences</p> | <p>The student understands the complexity of problems occurring in the management and related disciplines, and is therefore ready to critically evaluate his knowledge in this area. Moreover, the student understands the importance of knowledge in solving cognitive and practical problems and, in case of difficulties in solving the problem independently, seeks the opinion of business experts.</p> | <p>[SK1] oral statement/conversation/discussion<br/>[SK2] presentation/project/paper/report</p> |
|                   | <p>[PiDPL3_W04] He/she has elementary knowledge and knows the terms describing the most important economic and social phenomena, understands the basic processes taking place in market economy, understands the basic dilemmas of modern civilization</p>  | <p>The student has elementary knowledge and knows the concepts describing the most important economic and social phenomena, moreover the student understands the basic economy processes, and fundamental dilemmas of modern civilization in the context of identifying and managing organizational and environmental conditions.</p>  | <p>[SW2] presentation/project/paper/report</p>  |
|                   | <p>[PiDPL3_K03] He/she is ready to think and act in an entrepreneurial way, with particular emphasis on the specificity of professional activities of a tax advisor and the possibility of using tax optimization rules</p>   | <p>The student is ready to think and act in an entrepreneurial way, in particular with emphasis on the specificity of the professional activity of a tax advisor and use of tax optimization rules to develop the organization.</p>  | <p>[SK1] oral statement/conversation/discussion<br/>[SK2] presentation/project/paper/report</p> |
|                   | <p>[PiDPL3_W02] He/she knows the basic terminology and basic concepts in the field of tax law and finance, has elementary knowledge of substantive and formal tax law.</p>  | <p>The student knows the basic concepts of management and types of organizations.</p>  | <p>[SW1] oral statement/conversation/discussion<br/>[SW2] presentation/project/paper/report</p> |
|                   | <p>[PiDPL3_U07] He/she can plan and implement independently the need for lifelong learning</p>  | <p>The student independently plans and implements the need for lifelong learning in the field of business management.</p>  | <p>[SU1] oral statement/conversation/discussion</p>   |
|                   | <p>[PiDPL3_W07] He/she has elementary knowledge of the principles of creating and developing basic forms of individual entrepreneurship and taxing such activities</p>  | <p>Student has elementary knowledge of the principles of individual entrepreneurship and knows the possibilities of organizational development.</p>  | <p>[SW2] presentation/project/paper/report</p>  |

|  |   |   |                               |
|--|---|---|-------------------------------|
| Subject contents   | <ol style="list-style-type: none"> <li>1. Origin of management sciences - interdisciplinary nature of management, basic management problems and concepts.</li> <li>2. Organized action features of organized action, organized action cycle.</li> <li>3. Management (roles of a manager in an organization, leadership in an organization, features of management styles, managerial skills).</li> <li>4. Planning (the role of planning in management, factors shaping the organization's plan: mission, vision, organizational strategy, types of plans in the organization).</li> <li>5. Organizing (the process of building an organization model - creating organizational positions and combining them into groups, structural factors, types of organizational structures - classic, basic and modern organizational structures).</li> <li>6. Motivation (essence and mechanisms of human motivation, human needs: classification and individualization, tools of material and non-material motivation, remuneration system - goals, components, determinants).</li> <li>7. Control (stages of the control process, types of tasks and functions of control).</li> </ol> |   |                               |
| Prerequisites and co-requisites                                |   |   |                               |
| Assessment methods and criteria                                | Subject passing criteria  | Passing threshold   | Percentage of the final grade |
|  | discussion  | 51.0%   | 10.0%                         |
|  | project   | 51.0%   | 90.0%                         |
| Recommended reading  | Basic literature  | <ol style="list-style-type: none"> <li>1. A. Czerwiński, M. Czerska, B. Nogalski, R. Rutka, J. Apanowicz, Zarządzanie organizacjami, TNOiK, Toruń 2001.</li> <li>2. L. F. Korzeniowski, Podstawy zarządzania organizacjami, Difin, Warszawa 2019.</li> <li>3. J. A. F. Stoner, R. E. Freemanm , D.G. Gilbert, Kierowanie, PWE, Warszawa 2011.</li> <li>4. R. W. Griffin, Podstawy zarządzania organizacjami, PWN, Warszawa 2017.</li> <li>5. A. Zakrzewska Bielawska, Podstawy zarządzania teoria i ćwiczenia, Wydawnictwo Nieoczywiste, Warszawa 2020.</li> </ol>  |                               |
|  | Supplementary literature  | <ol style="list-style-type: none"> <li>1. P. F. Drucker, Zarządzanie w XXI wieku, Muza, Warszawa 2000.</li> <li>2. P. F. Drucker, Praktyka zarządzania, Czytelnik, Nowoczesność, Kraków, 2005.</li> <li>3. P. F. Drucker, Menedżer skuteczny. Efektywności można się nauczyć, MT Biznes, Warszawa, 2017.</li> <li>4. K. Blanchard, S. Johnson, Nowy jednonominutowy menedżer, MT Biznes, Warszawa 2015.</li> <li>5. S. R. Covey, 7 nawyków skutecznego działania, Dom Wydawniczy Rebis, Poznań 2007.</li> <li>6. H. Steinmann, G. Schreyogg, Zarządzanie. Podstawy kierowania przedsiębiorstwem Koncepcje, funkcje, przykłady, Oficyna Wydawnicza Politechniki Wrocławskiej, Wrocław 2001.</li> </ol> |                               |
|  | eResources addresses  |   |                               |
| Example issues/<br>example questions/<br>tasks being completed | <ol style="list-style-type: none"> <li>1. What basic stages can be distinguished in the cycle of organized action?</li> <li>2. What skills should a manager have?</li> <li>3. What is the role of planning in organizational management?</li> <li>4. What is the importance of material motivation and non-material motivation?</li> <li>5. What are the types of organizational structures?</li> <li>6. What are the characteristics of effective control in an organization?</li> </ol>   |   |                               |
| Work placement   | Not applicable  |   |                               |

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