

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Methodology of business organization</b>		Code <b>1011105341011150978</b>
Field of study <b>Management - Part-time studies - Second-cycle</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>2 / 4</b>
Elective path/specialty <b>Interpersonal Communication Engineering</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>Second-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: <b>10</b> Classes: <b>-</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>2</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art <b>technical sciences</b>		ECTS distribution (number and %) <b>2 100%</b>
<b>Responsible for subject / lecturer:</b> dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		<b>Responsible for subject / lecturer:</b> dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	Student knows the basic concepts related to business.
2	<b>Skills</b>	Student has the ability to interpret the occurrences on the market.
3	<b>Social competencies</b>	Student is aware of his own abilities to lead the company.
<b>Assumptions and objectives of the course:</b> The skills of preparing business plan and managing own company.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. The student knows the legal forms of business. - [K2A_W12]		
2. The student knows the formal and legal responsibilities of starting their own business. - [K2A_W18]		
3. The student knows the methods of financing the business. - [K2A_W18]		
<b>Skills:</b>		
1. The student is able to analyze the business cost. - [K2A_U05]		
2. The student can develop a preliminary business plan. - [K2A_U04]		
3. The student can make a choice of the formal and legal responsibilities of starting their own business. - [K2A_U06]		
<b>Social competencies:</b>		
1. The student is able to think and act in an entrepreneurial manner. - [K2A_K07]		
2. The student can work in team. - [K2A_K02]		
<b>Assessment methods of study outcomes</b>		
Presentation of the idea on business, written test		
<b>Course description</b>		

The psychosocial determinants of leadership in enterprise, The legal forms of economic activities, Main steps to establish company - the idea of business, The market analysis regarding demands for services or products, Enterprise SWOT analysis, the Ways of founding of the project, Analysis of costs prior beginning the activity, Insurance of firm, Business plan, Choice of legal form of economic activity, Legal acts about Environment useful for businessmen, Establishing the firm - formal and legal duties, records of business activity.

**Basic bibliography:**

1. Blackwell E., (2005), Biznesplan od podstaw, Wydawnictwo One Press,
2. Cieślak J., (2008), Przedsiębiorczość dla ambitnych, Jak uruchomić własny biznes, Wydawnictwa Akademickie i Profesjonalne, Warszawa,

**Additional bibliography:**

1. Krajewski K., Śliwa J., (2004), Lokalna przedsiębiorczość w Polsce. Uwarunkowania rozwoju, Wyd. Naukowe Wydziału Zarządzania UW, Warszawa,
2. Rakowska A., (2005), Kompetencje współczesnego menedżera. W. Zarządzanie kompetencjami w organizacji, Warszawa,

**Result of average student's workload**

Activity	Time (working hours)	
<b>Student's workload</b>		
Source of workload	hours	ECTS
Total workload	20	2
Contact hours	10	1
Practical activities	10	1