



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Basics of business organizing

---

### Course

Field of study

Safety Engineering

Area of study (specialization)

Level of study

First-cycle studies

Form of study

full-time

Year/Semester

4/7

Profile of study

general academic

Course offered in

Polish

Requirements

compulsory

---

### Number of hours

Lecture

Laboratory classes

Other (e.g. online)

Tutorials

Projects/seminars

15

### Number of credit points

2

---

### Lecturers

Responsible for the course/lecturer:

Ph.D., Eng. Karolina Bondarowska

Responsible for the course/lecturer:

Mail to: karolina.bondarowska@put.poznan.pl

Faculty of Engineering Management

ul. J. Rychlewskiego 2, 60-965 Poznań,

---

### Prerequisites

A student starting this course should have basic knowledge of economics and management, be able to search for sources of up-to-date information and be ready to undertake team cooperation.



### Course objective

Acquainting students with the formal and legal foundations of running a business, its registration, choice of the form of employment the entrepreneur's obligations towards the Social Insurance Institution and the Tax Office and customer service. Developing students' skills in economic assessment of starting a business.

### Course-related learning outcomes

#### Knowledge

1. The student knows the principles of creating and developing forms of individual entrepreneurship and the problems arising from the activities of enterprises in the market environment [K1\_W13].

#### Skills

1. The student is able to see system and its non-technical aspects, as well as socio-technical, organizational and economic aspects in engineering tasks [K1\_U03].

2. The student is able to design, using appropriate methods and techniques, an object, system or process that meets the requirements of Safety Engineering and can perform its initial economic assessment [K1\_U07].

3. The student is able to plan, organize and implement individual and team work and carry out experiments, including measurements and computer simulations, interpret the obtained results and draw conclusions [K1\_U11].

#### Social competences

1. The student is able to see the cause-and-effect relationships in the implementation of the set goals and use the ranks in relation to the significance of alternative or competitive tasks [K1\_K01].

2. The student is able to plan and manage business ventures [K1\_K04].

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Completing the exercises on the basis of partial tasks performed and assessed on an ongoing basis and activity during tutorials. Passing threshold: 50% of points.

### Programme content

Introduction - basic concepts and legal acts regulating business activity in Poland (Act on freedom of economic activity, Constitution for business). Comparison of organizational forms of business activity. Sources of economic information. Analysis of factors influencing the decision to start a business. Entry in the Central Register and Information on Economic Activity (CEIDG). Assessment of opportunities and threats, strengths and weaknesses. Responsibilities of the self-employed and the employer (ZUS, Tax Office). Profitability assessment of starting and running a business (break-even point, balance sheet, profit and loss account, cash flow statement).

### Teaching methods



Working with a book, websites. Design method. Case study.

## Bibliography

### Basic

1. Młodzikowska D., Lunden B. (2019), Jak założyć i samodzielnie prowadzić jednoosobową działalność gospodarczą, Wydawnictwo BL info Polska.
2. Opolski K., Waśniewski K. (2017), Biznesplan: jak go budować i analizować, Wydawnictwo CeDeWu.pl.
3. [www.ceidg.gov.pl](http://www.ceidg.gov.pl); [www.gofin.pl](http://www.gofin.pl)

### Additional

1. Kodeks cywilny (Civil Code).
2. Ustawy i Rozporządzenia podatkowe (Tax laws and regulations).
3. Kodeks pracy (Labor Code).
4. [www.podatki.pl](http://www.podatki.pl); [www.kadry.info.pl](http://www.kadry.info.pl)
5. Bondarowska K., Szafranski M., Goliński M. (2010), Zarządzanie relacjami z klientem, Wydawnictwo PP, Poznań.

## Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,0
Classes requiring direct contact with the teacher	15	1,0
Student's own work (literature studies, preparation for tutorials, carrying out tasks) <sup>1</sup>	35	1,0

<sup>1</sup> delete or add other activities as appropriate