



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Basics of business organizing [N1IBiJ1>POB]

Course

Field of study

Safety and Quality Engineering

Year/Semester

4/7

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

part-time

Requirements

compulsory

Number of hours

Lecture

0

Laboratory classes

0

Other

0

Tutorials

9

Projects/seminars

0

Number of credit points

2,00

Coordinators

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Lecturers

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 issues of management and basics of business organizing, including the elements of marketing and logistics in the context of Safety and Quality Engineering. [K1_W08]
2. 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 appropriately select sources and information from them, evaluate, critically analyse and synthesise such information with the reference to the basics of business organizing. [K1_U01]

2. 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]

3. The student is able to design, using appropriate methods and techniques, an object, system or process that meets the requirements influencing the business organizing and can perform its initial economic assessment. [K1_U07]

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, i.e., related with profitability assessment of starting and running a business. [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

1. Introduction to business activity.

2. Business registration process.

3. SWOT analysis.

4. Obligations of the self-employed and the employer.

5. Assessment of the profitability of starting and running a business.

Course topics

1. Basic concepts and legal acts regulating business activity economic activity in Poland (Act on freedom of economic activity, Constitution for business). unregistered activity. Comparison of organizational forms of business activity. Sources of obtaining economic information. Analysis of factors influencing the decision to start a business.

2. Entry in the Central Registration and Information on Economic Activity (CEIDG), REGON number, NIP number, VAT payer, choice of form of taxation, notification to the Social Insurance Institution, other types of notifications and formalities.

3. Conducting an assessment of opportunities and threats, strengths and weaknesses of the planned business activity.

4. Analysis of costs related to employing employees and employer's obligations.

5. Analysis of the break-even point, balance sheet, profit and loss statement, cash flow statement. The choice of the form of taxation and its impact on the financial result.

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; 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; www.kadry.info.pl

5. Bondarowska K., Szafrński M., Goliński M. (2010), Zarządzanie relacjami z klientem, Wydawnictwo PP, Poznań.

Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,00
Classes requiring direct contact with the teacher	9	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	41	1,50