



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Preparation for the Labor Market [S1Bioinf1>RPRAC]

### Course

Field of study

Bioinformatics

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

full-time

Requirements

compulsory

### Number of hours

Lecture

30

Laboratory classes

0

Other

0

Tutorials

0

Projects/seminars

0

### Number of credit points

2,00

### Coordinators

dr inż. Rafał Klaus

rafal.klaus@put.poznan.pl

### Lecturers

### Prerequisites

Student starting this module should have a basic knowledge of the market economy. Should be able to obtain information from sources identified at the level of secondary school, creating CV, multimedia presentations, portfolio. He should also understand the need to broaden his skills and have a willingness to start cooperation within a team. In addition, with respect to the social skills, the student should show such attitudes as honesty, responsibility, perseverance, curiosity, creativity, manners, and respect for other people.

## Course objective

Provide students with basic knowledge of the rules and procedures of creating and registering your own business, small and medium-sized enterprises, basic knowledge of business management in the field of business modeling, strategic planning, building structure, business plan, raise funds through to business process modeling, motivation and management of staff, management of the quality, safety rules, ergonomics and base of intellectual property laws. Acquaint students with the essence of entrepreneurship, business plans, problems of ownership, management of small enterprises, entrepreneurship in large companies. Develop students' skills of solving problems of running your own business, interpersonal communication problems, the principles of coaching and mentoring in professional and personal development.

## Course-related learning outcomes

### Knowledge:

Upon completion of the course the student:

knows the rules of writing a business plan, business strategy, business model, has the knowledge necessary to understand the social, economic and legal conditions of their activities in the field of entrepreneurship;

knows the rules of health, safety and ergonomics;

has a basic knowledge of business management, including quality management and business activities, human resources management, interpersonal processes, communication processes in the enterprise risk management and changes in the organization, innovation management and performance;

know and understand the basic concepts and principles of the protection of industrial property and copyright law, can draw on the resources of patent information, knows the basis of the act on combating unfair competition.

### Skills:

Upon completion of the course the student:

uses verbal and extra-verbal communication to make the discussion, negotiation and interpersonal conflict resolution, is able to work on the development of emotional intelligence;

independently acquire knowledge and improve their qualifications in the field of entrepreneurship;

has been prepared to run their own business and work in the company using its psychosocial characteristics, compliance and safety, can work in the mentoring and coaching system by developing their professional and personal skills;

can make an initial economic analysis undertaken activities related to entrepreneurship.

### Social competences:

Upon completion of the course the student:

understands that entrepreneurship requires continuous learning and skills development;

through exercises during classes combined with the teaching of creative thinking can interact and work in a group taking the different roles;

building strategies and operational business, creating a business plan, managing change, risk, enterprise, managing working time can properly identify priorities for realization the tasks set by oneself or others;

through exercises in the field of recruitment, hiring and firing workers, the analysis of the legal and social aspects correctly identifies and resolve ethical dilemmas related to pursuit of the profession;

is responsible for the safety of self and others, takes appropriate action in emergencies;

thinks and acts in an entrepreneurial manner, he can open his own business, can effectively prepare for the finding a job, understands the importance of citizens' entrepreneurship to the national economy.

## Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Learning outcomes presented above are verified as follows:

### Formative assessment

Verification of assumed effects of education is provided by:

- answers to questions related to the material discussed in the previous lectures,
- assessment of knowledge and skills related to realization training and workshop tasks.

### Total assessment

Verifying the assumed effects of education is provided by:

- assessment of the knowledge and skills demonstrated by practical and written control work of

problematic nature

- assessment of knowledge and skills related to the class content transmitted through the final test.

Additional activities taken into account:

- Involvement during classes by discussing additional aspects of the matter,
- effective use of the knowledge gained during solving the given problem,
- improvement of teaching materials and teaching process.

## Programme content

The course consists of several blocks allowing to acquire the knowledge and skills of hard and soft skills. In the first unit as the hard competence student gains knowledge and skills in the field of design, registration and obtaining funds and running business activity. In the second unit student acquires knowledge and skills for entrepreneurial and creative activities within a large company. In the third unit student acquires the knowledge and ability to use intellectual property rights and the rights of workers. The fourth unit provides the knowledge and abilities in the field of soft skills student acquires the knowledge and skills to get to know himself and others by Jungian psychology, develops emotional intelligence, learns to work with a mentor and coach to develop personal and professional life. In particular, the lecture includes the following topics. The nature and importance of entrepreneurship, entrepreneur and enterprise business life cycle, stages of evolution and revolution in the life of the company, the evolution of management. Surroundings of organization and effectiveness, ethical and social context of business management, management of cultural diversity, human resource management, employee motivation, leadership. Business modeling, management of the organization's objectives, strategy and strategic planning, organizational structure, business process modeling, interpersonal processes, the management of communication in the organization. Management of quality, performance and operations, innovation management, organizational change management. Legal aspects of doing business, industrial property rights, copyright and related rights, the law on combating unfair competition, personal data protection, labor law, taxes, fees and compulsory contributions. The company's strategy in building competitive advantage, patent law and strategy, blue ocean strategy, business plan creating, risk assessment and management. Emotional intelligence, interpersonal communication, time-management, laws of Pareto Carlson, Parkinson's, Illich, Fliess, Cotejo, Fraise, verbal and nonverbal communication, stimulating of creativity, mentoring system, coaching professional and personal development, NLP.

## Course topics

The course consists of several blocks allowing to acquire the knowledge and skills of hard and soft skills. In the first unit as the hard competence student gains knowledge and skills in the field of design, registration and obtaining funds and running business activity. In the second unit student acquires knowledge and skills for entrepreneurial and creative activities within a large company. In the third unit student acquires the knowledge and ability to use intellectual property rights and the rights of workers. The fourth unit provides the knowledge and abilities in the field of soft skills student acquires the knowledge and skills to get to know himself and others by Jungian psychology, develops emotional intelligence, learns to work with a mentor and coach to develop personal and professional life. In particular, the lecture includes the following topics. The nature and importance of entrepreneurship, entrepreneur and enterprise business life cycle, stages of evolution and revolution in the life of the company, the evolution of management. Surroundings of organization and effectiveness, ethical and social context of business management, management of cultural diversity, human resource management, employee motivation, leadership. Business modeling, management of the organization's objectives, strategy and strategic planning, organizational structure, business process modeling, interpersonal processes, the management of communication in the organization. Management of quality, performance and operations, innovation management, organizational change management. Legal aspects of doing business, industrial property rights, copyright and related rights, the law on combating unfair competition, personal data protection, labor law, taxes, fees and compulsory contributions. The company's strategy in building competitive advantage, patent law and strategy, blue ocean strategy, business plan creating, risk assessment and management. Emotional intelligence, interpersonal communication, time-management, laws of Pareto Carlson, Parkinson's, Illich, Fliess, Cotejo, Fraise, verbal and nonverbal communication, stimulating of creativity, mentoring system, coaching professional and personal development, NLP.

## Teaching methods

Lecture combined with a multimedia presentation, illustrated with examples, discussion and workshop practical exercises. Presentation and discussion related to the performed audit work.

## Bibliography

### Basic

1. Klaus R. i in., Przewodnik dla mentorów, MicroMax, Gorzów Wlkp. 2012
2. Glinka B. Gudkowva S., Przedsiębiorczość, Wolters Kulwer Polska, 2011,
3. Francik A., Targalski J., Przedsiębiorczość i zarządzanie firmą. Teoria i praktyka, C.H. Beck, 2009
4. Adamczak A., Vall M., Ochrona własności intelektualnej, WOTT, W-wa 2010
5. Duczkowska-Pisecka M., Model biznesu nowe myślenie strategiczne, Delfin, 2013

### Additional

1. Prestipino F., Małymi krokami do wielkości. Jak rozwinąć własną firmę., Wolters Kulwer Polska, 2010
2. Hamrol A., Mantura W., Zarządzanie jakością Teoria i praktyka, PWN, 2009
3. Golemann D., Inteligencja emocjonalna, Media Rodzina, Poznań, 1997
4. Griffin R.W., Podstawy zarządzania organizacjami, PWN, W-wa 1996
5. Friedmann S., Potencjał rynków niszowych. Jak stać się wielkim na niewielkim rynku, Wolters Kulwer Polska, 2009

## Breakdown of average student's workload

|   | Hours | ECTS |
|---|-------|------|
| Total workload  | 50    | 2,00 |
| Classes requiring direct contact with the teacher   | 30    | 1,00 |
| Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation) | 20    | 1,00 |