

Study program 2022/2023

Management

first-cycle studies

1. Name of the university	University College Of Enterprise And Administration In Lublin
2. Name of the field of study	Management
3. Polish Qualifications Framework Level	6 PRK
4. Specification of the fields of science and scientific disciplines to which the learning outcomes refer, indicating the leading discipline and the percentage share of the number of ECTS points in the total number of ECTS points for each discipline	<p>Field of social sciences Disciplines: <u>Management Science and Quality – Leading Discipline</u> Economics and finance</p> <p>Share of ECTS points for each discipline: Management and quality sciences: 87%: Economics and Finance: 13%:</p>
5. Level of education	First-cycle studies
6. Education profile	Practical profile
7. Form of studies	Full-time/part-time studies
8. Number of semesters	6
9. Number of ECTS points required to complete studies	180
10. Language	Studies conducted in English
11. Name and surname of the director of studies	Anna Bielak
12. Professional title obtained by the graduate	Bachelor degree
13. Further Education Opportunities	Second-cycle studies in Administration, Management, Sociology or postgraduate studies in the following fields: Certified Project Manager, Professional Coaching, HR and Payroll in Law and Practice, Public Relations
14. General objectives of education in a field of study at a specific level and profile of education	<ol style="list-style-type: none"> 1. Providing comprehensive knowledge in the field of management sciences and shaping the understanding of the theoretical foundations of knowledge about economic, psychosocial and organizational phenomena and processes. 2. Preparing graduates to implement their own entrepreneurship , co-manage family businesses and work as specialists and managers in the management structures of enterprises and other organizations. 3. Shaping ethical sensitivity, social responsibility and commitment in the work environment and beyond.

	4. To raise awareness of the need and develop skills for lifelong learning and personal development.
15. The relationship between education in a field of study at a specific level and profile of education and the mission and strategy of the university and the unit conducting the field of study	<p>The Management major is offered as part of first-cycle studies with a practical profile.</p> <p>The concept of education was developed taking into account the mission and strategic assumptions of WSPA and the quality assurance policy. In creating the concept of practical education, the assumptions of the University in the subject area and the directions and forecasts of the development of the labor market (regional and national level), the needs of employers, as well as the challenges resulting from the economic policy at the macroeconomic level were taken into account. In accordance with the WSPA education policy, it was assumed in the concept of practical education that the student should be prepared to enter the labor market regardless of the location of the workplace, having not only theoretical knowledge, but above all the skills to use it in solving problems that they will have to face in the practice of functioning of economic entities.</p> <p>In addition, when creating the education concept, the so-called best practices were used. practices taking into account national and international patterns and experiences relevant to the scope of practical education in the field. The analysis of standards created by higher education and vocational centers as well as personal experiences of teaching staff gained during ERASMUS mobility were used as a tool.</p>
16. Employment opportunities after the course	Completion of these studies prepares graduates to organize individual business activities or to take up professional work and managerial work at the first (lowest) level of management in economic and public entities.
17. Prerequisites	The principles and conditions of admission to studies are specified in the Act and the Resolution of the WSPA Senate.
18. Total number of ECTS points that a student must obtain in classes requiring direct contact between academic teachers and students	Full-time studies: 94 Part-time studies: 66
19. The number of ECTS points that a student must obtain in classes in the humanities or social sciences and the indication of these classes	<ol style="list-style-type: none"> 1. Creativity Basics – Theoretical Courses (1) 2. Creativity Basics – Practical Activities (1) 3. Philosophy with ethics (1) 4. Creative development of the entity (1) 5. Value awareness (1) <p style="text-align: center;">TOTAL: 5 ECTS</p>
20. Total number of points that a student must obtain in foreign language courses	8
21. Description of the intended learning outcomes	In Annex No. 1 to the study program
22. Methods of verifying and assessing students' achievement of the intended learning outcomes	<ul style="list-style-type: none"> • Ongoing verification of learning outcomes takes place through: partial assessments, tests, presentations, papers, essays, partial works, activity in discussions, activity during workshops, observation and assessment of skills and attitudes; • Summative verification of learning outcomes (final stage of the course cycle) is carried out through: overall grades for classes obtained as a

	<p>result of oral and/or written or test tests/exams, preparation and defense of the project;</p> <ul style="list-style-type: none"> • Verification of learning outcomes provided for professional internships is carried out through the evaluation of the internship report; • The verification of learning outcomes in the diploma process is carried out through: evaluation of work in the preparation of the diploma thesis, evaluation of the diploma examination/thesis defense, evaluations of diploma theses issued by the reviewer and supervisor. <p>A detailed description of the methods for verifying and assessing the intended learning outcomes used in the classes and training modules can be found in the relevant syllabuses.</p>
<p>23. Classes or groups of classes, with assigned learning outcomes and content software that ensures the achievement of these effects;¹</p>	<p>A detailed description of the classes is provided on the course cards (syllabus).</p>
<p>24. Study plan with total number of hours of classes</p>	<p>In Annex No. 2 to the study program</p>
<p>25. List of elective courses within the minimum of 30% of the number of ECTS points and the rules for making the selection</p>	<p>During the recruitment process, the candidate for studies selects the foreign language they will continue to study and declares its level; the level of knowledge is verified by means of a test: Foreign language (I, II, III, IV semester) 8 ECTS</p> <p>At the end of semester III, students choose one of the specializations, which they will pursue in semesters IV and V: Innovative company management, Human capital management.</p> <p>Specialty part 1 : Innovative company management (18 ECTS)</p> <ul style="list-style-type: none"> • Corporate Finance • Production management • Negotiations and Mediations • Entrepreneurship Basics <p>Human Capital Management (18 ECTS)</p> <ul style="list-style-type: none"> • Personnel and payroll documentation • New trends in human potential management • Management through knowledge • Personnel strategies <p>Specialty part 2 : Innovative company management (18 ECTS)</p> <ul style="list-style-type: none"> • Organizational audit • Logistics

¹ A detailed description of the references to learning outcomes, framework programme content and forms and methods of education will be included in the subject card.

	<ul style="list-style-type: none"> • Management system project • E-business • Management by values <p>Human Capital Management (18 ECTS)</p> <ul style="list-style-type: none"> • Classic and modern forms of employee development • Coaching Elements • Job evaluation and assessment systems • Personnel Marketing <p>At the end of the fourth semester, students choose the thematic scope and supervisor of their bachelor's thesis: Seminar and preparation of the diploma thesis (V, VI) 12 ECTS</p>
<p>26. Number of ECTS points that a student must obtain in the optional modules</p>	<p style="text-align: center;">56 ECTS</p>
<p>27. List of classes related to practical professional training</p>	<p>Foreign language part 1-4 8 ECTS Information Technologies 1 ECTS Fundamentals of management 2 ECTS Economics 1 ECTS Mathematics 2 ECTS Descriptive Statistics 2 ECTS Basics of accounting 3 ECTS Human Capital Management 3 ECTS Using databases and presenting content 3 ECTS Organizational Science 2 ECTS Time management 1 ECTS Crisis management 1 ECTS Marketing Basics 1 ECTS Managerial competences 3 ECTS Decision-making and organizational techniques 3 ECTS Information systems in management 2 ECTS Sales techniques 2 ECTS Modern (postmodern) business models 2 ECTS Business Process Mapping and Modeling 2 ECTS Quantitative Methods in Management 2 ECTS Modern methods and techniques of management 2 ECTS Traditional and Agile Project Management 3 ECTS Marketing research 1 ECTS CRM 2 ECTS ERP 2 ECTS Effective job search 1 ECTS Self-presentation and branding on the job market 1 ECTS Decision-making games (simulation) 2 ECTS Hotel organization and management 2 ECTS Intercultural communication in business 2 ECTS Event Marketing 2 ECTS Own project 1 ECTS Challenges of the modern manager 2 ECTS Business plan 1 ECTS Business Model Project 1 ECTS Professional practice part 1 and 2 - 30 ECTS TOTAL: 101</p> <p>Specialty part 1 :</p>

	<p>Innovative company management (10 ECTS)</p> <ul style="list-style-type: none"> • Corporate Finance • Production management • Negotiations and Mediations • Entrepreneurship Basics <p>Human Capital Management (10 ECTS)</p> <ul style="list-style-type: none"> • Personnel and payroll documentation • New trends in human potential management • Management through knowledge • Personnel strategies <p>Specialty part 2 :</p> <p>Innovative company management (14 ECTS)</p> <ul style="list-style-type: none"> • Organizational audit • Logistics • Management system project • E-business • Management by values <p>Human Capital Management (10 ECTS)</p> <ul style="list-style-type: none"> • Competency management methodology • Coaching Elements • Job evaluation and assessment systems • Personnel Marketing
<p>28. Number of ECTS points that a student must obtain in modules related to practical professional training</p>	<p style="text-align: center;">Specialization 1: 125 ECTS Specialization 2: 121 ECTS</p>
<p>29. The scope, principles and form of professional practice</p>	<p>Length of internship: 720 hours</p> <p>Place of internship: domestic or foreign organizational unit, i.e. government offices, government institutions, private companies, if the nature of the activity conducted by the institution is consistent with the field of study and the internship there will allow the achievement of the learning outcomes specified for the Management field of study (WSPA student internship regulations).</p> <p>Learning outcomes:</p> <p>In terms of skills:</p> <ul style="list-style-type: none"> • Applies theoretical knowledge in workplace activities related to the specific nature of functioning in the management sector; • Obtains and uses information necessary to perform assigned tasks • Analyses assigned tasks and problems and solves them using acquired knowledge and skills; <p>In terms of competences:</p> <ul style="list-style-type: none"> • Is able to assume responsibilities, set and meet deadlines for their completion; • Is able to work in a group and take on different roles within it. <p>The crediting of professional internships in accordance with the Regulations on student professional internships at WSPA takes place after the evaluation of the learning outcomes achieved by the student, based on the Certificate of</p>

	<p>Internship completed by the entity where the student completed the internship and the Internship Report.</p> <p>Verification of learning outcomes provided for professional internships is done through the evaluation of the internship report.</p>
<p>30. Number of ECTS points that a student must obtain as part of a professional internship in the field of study</p>	<p style="text-align: center;">30</p>
<p>31. Graduation requirements (thesis/diploma exam/other)</p>	<p>In the third year of studies, the student is required to prepare and defend a diploma thesis. The condition for admitting the student to the diploma exam is:</p> <ul style="list-style-type: none"> • Passing the exams and completing all subjects and internships included in the education program, i.e. obtaining the required number of ECTS points; • Obtaining at least satisfactory grades for the diploma thesis, • Submitting the diploma thesis and a complete set of required documents to the Dean's Office. <p>Thesis:</p> <p>The bachelor's thesis should consist of a theoretical, analytical and methodological part or a specific example from practice. The concept of the bachelor's thesis should be related to the scientific disciplines to which the field of study has been assigned, as well as to the scope of the program of study of the field. The diploma thesis should be a practical study, attempting to solve a specific research problem of a practical nature, including design or analytical. The work should concern a specific problem, which is reflected in the title of the work.</p> <p>The diploma examination consists of three parts:</p> <ul style="list-style-type: none"> • in the first part, the student presents the work - this part is not assessed; • in the second part, the student answers the reviewer's question. This question may concern the diploma thesis or substantive issues related to the prepared work - the part subject to assessment; • in the third part, the student draws two issues from the catalogue of issues specified for the field of study and answers two questions formulated by the Committee Members on the basis of the drawn issues, where one of the issues comes from the catalogue of general issues concerning the field of study, while one comes from the catalogue for the specialisation chosen by the student – the part subject to assessment. <p>Catalogs of the issues referred to above are published on the University's website.</p> <p>The diploma procedure is described in detail in the Regulations of Higher Studies at WSPA and the Regulations of the diploma process in the field of Management.</p>