

Course learning outcomes and learning content

Governance of Organizations

Course name: **Public Administration Personnel**

On successful completion of this course, a student in terms of knowledge:

1. Knows and understands the role and tasks of HR departments in the process of managing modern business and political organizations.
2. Knows and understands the work methodology, standards, procedures and good practices applied in business and political organizations.
3. Is able to correctly interpret and explain phenomena related to group dynamics in the processes of human resources management.
4. Is ready to understand the importance of evaluation procedures in an organization or institution functioning in social life in the interest of the studied specialization.

in terms of skills:

1. Knows and understands the work methodology, standards, procedures and good practices applied in business and political organizations.
2. Is able to correctly interpret and explain phenomena related to group dynamics in the processes of human resources management.
3. Is ready to understand the importance of evaluation procedures in an organization or institution functioning in social life in the interest of the studied specialization.
4. Is prepared to use negotiation techniques and to lead teams implementing social and business projects and to propose their legal and organizational shape.
5. Is ready to correctly identify and resolve dilemmas in professional work and public activity.

in terms of social competences:

1. Is able to correctly interpret and explain phenomena related to group dynamics in the processes of human resources management.
2. Is able to propose solutions to specific management problems on his/her own and conducts procedures to make optimal decisions in this area.
3. Is ready to understand the importance of evaluation procedures in an organization or institution functioning in social life in the interest of the studied specialization.
4. Is prepared to use negotiation techniques and to lead teams implementing social and business projects and to propose their legal and organizational shape.
5. It is ready to correctly identify and resolve dilemmas in professional work and public activity.

Course learning content:

Labour law in public administration.

Recruitment of public administration employees.

Disposal of human resources in the office.

Cooperation of public administration units as the support for implementation of strategic objectives of public policies.

The role and tasks of superiors in the development of public administration staff – grading of employees.

System of education and further training of public administration employees and staff development.

Responsibility of public administration officials.

Course name: **Political Communication**

On successful completion of this course, students in terms of knowledge:

1. Skillfully diagnose basic challenges in the field of political communication, have a basic knowledge about terms and trends which determine the process of political communication.
2. Recognize the importance of political campaigning for the functioning of the democratic system.
3. Notice the role and importance of different channels of communication for the democratic process.

in terms of skills:

1. Recognize the importance of political campaigning for the functioning of the democratic system.
2. Evaluate and create a system of good practices in designing public messages.
3. Observe and analyse the relationship between political communication and popular culture.

Course learning content:

Introduction to political communication – basic concepts and definitions of political communication.

Propaganda and persuasion.
Political marketing.
Political advertising and political public relations.
Four ages of political communication.
Mediatization of politics.
Agenda setting and framing of politics.
Professionalisation of political communication.
Political communication and popular culture; celebrity politics.

Course name: **International Public Law**
On successful completion of this course, students
in terms of knowledge:

1. Recognize the relevance of the selected situations to diagnose challenges in the field of public international law.

in terms of skills:

1. Recognize the relevance of the selected situations to diagnose challenges in the field of public international law.

2. Apply the gained knowledge by transferring it autonomously to other cases.

3. Understand pertinent legal norms not only in their wording, but also apply them to actual and fictional cases and interpret them appropriately according to legal interpretation methods.

4. Point out state practice and jurisprudence relevant to the discussed situations.

in terms of social competences:

1. Apply the gained knowledge by transferring it autonomously to other cases.

2. Understand pertinent legal norms not only in their wording, but also apply them to actual and fictional cases and interpret them appropriately according to legal interpretation methods.

3. Point out state practice and jurisprudence relevant to the discussed situations.

Course learning content:

Situation in the South China Sea.

The Arctic.

Cyber and New Technologies, including lethal autonomous weapon systems, in the Light of jus ad bellum and jus in bello.

Asymmetric and Hybrid Threats.

Submarine Communication Cables.

Maritime Security Operations.

Terrorism and Piracy.

Course name: **Basics of Organization and Management**
On successful completion of this course, a student
in terms of knowledge:

1. Knows the essence of management, management concepts and methods, and the latest management trends.

2. Knows the change management and the possible causes, course, scale and consequences of these changes.

3. Is able to analyze and solve teamwork problems.

4. Understands new developments in public administration (New Public Management and Good Governance).

5. Is able to use the management function in public administration in practice and to pay attention to the effectiveness of the functioning of public administration bodies.

in terms of skills:

1. Knows the principles of planning, strategic management, organizing, managing people and human resource management.

2. Understands concepts and terms in the field of management science.

3. Is able to analyse and solve organizational problems.

4. Understands new developments in public administration (New Public Management and Good Governance).

5. Is able to use the management function in public administration in practice and to pay attention to the effectiveness of the functioning of public administration bodies.

6. Is able to use management styles in practice.

in terms of social competences:

1. Knows the essence of management, management concepts and methods, and the latest management trends.
2. Understands the new developments in public administration (New Public Management and Good Governance).
3. Is able to use the management function in public administration in practice and to pay attention to the effectiveness of the functioning of public administration bodies.
4. Is able to support creative and entrepreneurial behavior.
5. Is able to use appropriate methods or tools to manage human resources, especially those operating in public institutions.

Course learning content:

Introduction to the management, historical sources of management, overview of management schools. Managers and management: the essence and features of managerial work, components and areas of management, functions and managerial roles.

Planning: basic elements, dimensions of the planning process, stages of the planning process.

Managing decision-making and solving organizational problems.

Strategic management: The nature of strategic management; using SWOT analysis to formulate a strategy.

Organization: organizational structures; rules, formalization and components of the organization.

Managing human resources: recruiting, improving and maintaining HR.

Change management: the essence and types of changes, change planning, learning change.

Leadership: the essence and theories of leadership.

Management of interpersonal relations and communication; managing groups and work teams.

The basics of motivating employees: main theories of motivation, methods and tools.

The concept, features, functions and entities of public management.

Management models in public administration I: Bureaucratic model and New Public Management (NPM).

Management models in public administration II: Good Governance.

Course name: **Criminal Law of Organizations and their Members**

On successful completion of this course, students

in terms of knowledge:

1. Find the applicable legal provisions of the Criminal Code, Code of Petty Offences and ancillary acts when presented with facts of the case.
2. Demonstrate extensive knowledge of interpretation of substantive criminal law and petty offences law.

in terms of skills:

1. Find the applicable legal provisions of the Criminal Code, Code of Petty Offences and ancillary acts when presented with facts of the case.
2. Demonstrate extensive knowledge of interpretation of substantive criminal law and petty offences law.
3. Demonstrate extensive knowledge of the criminal offence – its notion, elements (features of an offence, unlawfulness, guilt, social harmfulness of the act), forms of committing (perpetration, co-perpetration, directing perpetration, instigation, aiding and abetting, attempt), concurrence of offences.
4. Demonstrate extensive knowledge of the reactions on the criminal offence (penalties and other measures), the principles of their imposition, statutes of limitation and expungement.
5. Find and correctly refer to the most important types of criminal offences: individual and collective crimes of organizations.
6. Understand the difference between the criminal liability of people and organizations (criminal liability of collective entities).

in terms of social competences:

1. Find the applicable legal provisions of the Criminal Code, Code of Petty Offences and ancillary acts when presented with facts of the case.
2. Demonstrate extensive knowledge of interpretation of substantive criminal law and petty offences law.
3. Demonstrate extensive knowledge of the criminal offence – its notion, elements (features of an offence, unlawfulness, guilt, social harmfulness of the act), forms of committing (perpetration, co-perpetration, directing perpetration, instigation, aiding and abetting, attempt), concurrence of offences.
4. Demonstrate extensive knowledge of the reactions on the criminal offence (penalties and other measures), the principles of their imposition, statutes of limitation and expungement.

5. Find and correctly refer to the most important types of criminal offences: individual and collective crimes of organizations.
6. Understand the difference between the criminal liability of people and organizations (criminal liability of collective entities).

Course learning content:

The notion of criminal law and petty offences law.
Sources of substantive criminal law.
The notion and elements of a criminal offence.
Exclusion of criminal liability (justifications and exculpations).
Penalties and other measures.
Sentencing principles.
The most important criminal offences.
Criminal liability of collective entities

Course name: **Public Law Framework for Organizations**

On successful completion of this course, students

in terms of knowledge:

1. Recognize and describe basic theories of law, functions of law and order, distinction between fields of law.
2. Recognize and understand the matrix of fundamental constitutional principles that have crucial meaning for the activities of organizations and the interactions between them.
3. Know details on chosen constitutional principles and their practical impact on every day organizational activities.
4. Understand and describe the meaning of basic rights, they types of them, their functions and interactions with each other.
5. Understand practical methods of protection of basic rights both by the state and private organizations including current challenges.

in terms of skills:

1. Recognize and understand the matrix of fundamental constitutional principles that have crucial meaning for the activities of organizations and the interactions between them.
2. Know details on chosen constitutional principles and their practical impact on every day organizational activities.
3. Understand and describe the meaning of basic rights, they types of them, their functions and interactions with each other.
4. Identify those basic rights that have the fundamental meaning for every day functioning of organizations and know how to apply them.
5. Understand practical methods of protection of basic rights both by the state and private organizations including current challenges.

in terms of social competences:

1. Understand and describe the meaning of basic rights, they types of them, their functions and interactions with each other.
2. Identify those basic rights that have the fundamental meaning for every day functioning of organizations and know how to apply them.
3. Understand practical methods of protection of basic rights both by the state and private organizations including current challenges.

Course learning content:

Introduction to course topics, general introduction into law, functions, of law, constitutions.
Importance and meaning of constitutional principles, their functions and interferences.
Chosen constitutional principles in detail and their meaning for organizations.
Importance and meaning of basic rights, their functions and interferences.
Chosen basic rights in detail and their meaning for organizations.
System of basic right protection and the role of the state and private organizations.

Course name: **Introduction to Methodology of Political Science**

On successful completion of this course, a student

in terms of knowledge:

1. knows and understands the methods and tools, including data acquisition techniques, appropriate for political sciences, allowing them to describe social organizations and institutions and the processes taking place within them and between them.

in terms of skills:

1. is able to describe, interpret, and evaluate phenomena in political reality (cultural, political, legal, economic) and identify their determinants.
2. is able to use basic theoretical knowledge and obtain data to analyze specific processes and phenomena in political reality (cultural, political, legal, economic).
3. is able to properly and critically analyze the causes and course of specific social processes and phenomena (cultural, political, legal, economic) in the field of scientific disciplines relevant to political sciences.

in terms of social competences:

1. is able to understand and analyze the phenomena and processes taking place in politics.

Course learning content:

Research Process in Political Sciences: Defining Research Field and Formulating Problems in Political Science Research.

Procedural Guideline Regarding the Research Process.

Research Goals, Questions, Hypotheses, and Field. From Research Questions to Data.

Literature Searching, Reviewing, and Formulating Theoretical Grounds for Political Science Research.

Qualitative Research Design. Collecting Qualitative Data. The Analysis of Qualitative Data.

Quantitative Research Design. Collecting Quantitative Data. The Analysis of Quantitative Data.

Theorizing Empirical Observations.

Course name: **Civil Law Framework for Organizations**

On successful completion of this course, students

in terms of knowledge:

1. Skillfully diagnose basic challenges in the field of civil law, have a basic knowledge about terms and trends which determine the civil law.
2. Recognize the importance of an institutions of civil law discussed in the course, especially in the 21st-century business law environment.
3. Describe and explain the distinctions between different kinds of organizations (natural persons vs. legal entities).
4. Understand the differences between contract law and law of property.
5. Notice the role and significance of the activity of law of contracts in a daily and business life of organizations.

in terms of skills:

1. Describe and explain the distinctions between different kinds of organizations (natural persons vs. legal entities).
2. Understand the differences between contract law and law of property.
3. Notice the role and significance of the activity of law of contracts in a daily and business life of organizations.
4. Apply relevant legal sources to create a system of basic contract clauses in organization.

in terms of social competences:

1. Notice the role and significance of the activity of law of contracts in a daily and business life of organizations.
2. Apply relevant legal sources to create a system of basic contract clauses in organization.

Course learning content:

The age of changing law. Introduction to course topics.

The importance of institutions of civil law discussed in the course, especially in the 21st-century business law environment.

Different kinds of civil law entities.

Characteristics of selected contracts: sales contracts, mandate contracts, contracts for specific work, contracts for construction works, settlement agreements, supply agreements, loan agreements, agency agreements and commission agreements.

The discussion concerning contractual penalties, the right to withdraw from the contract, the rules for setting off receivables will also be presented.

Basics of the law of property.

Course name: **Compliance, Organizational Ethics and Integrity**

On successful completion of this course, students

in terms of knowledge:

1. Recognize and describe basic theories of compliance, business ethics, integrity, distinction to CSR, ESG and other concepts.

2. Know details on chosen elements, structures and methods of practical implementation of compliance and integrity management systems.

3. Intensive deepening in the area of whistleblowing management systems and internal investigations.

in terms of skills:

1. Recognize and describe basic theories of compliance, business ethics, integrity, distinction to CSR, ESG and other concepts.

2. Recognize and understand the meaning of integrity and business ethics as basis for functioning of any type of organization.

3. Know details on chosen elements, structures and methods of practical implementation of compliance and integrity management systems.

4. Understand and describe the meaning of most important compliance risk fields such as corruption, money laundering, unfair competition and others.

5. Understand current challenges for organizational compliance, ethics and integrity.

in terms of social competences:

1. Recognize and describe basic theories of compliance, business ethics, integrity, distinction to CSR, ESG and other concepts.

2. Recognize and understand the meaning of integrity and business ethics as basis for functioning of any type of organization.

3. Understand and describe the meaning of most important compliance risk fields such as corruption, money laundering, unfair competition and others.

4. Intensive deepening in the area of whistleblowing management systems and internal investigations.

5. Understand current challenges for organizational compliance, ethics and integrity.

Course learning content:

Introduction to course topics, general introduction into compliance, ethics and integrity.

Importance and impact of business ethics and integrity on organizations.

Chosen procedural methods and elements.

Importance and meaning of chosen compliance risk areas.

Theory and practical aspects of whistleblowing and internal investigations.

Current challenges and changes in concept of compliance, integrity and business ethics.

Course name: **Globalization and Regionalization**

On successful completion of this course, students

in terms of knowledge:

1. Identify main terms and concepts, including globalization, regionalization, integration etc.

2. Present three main waves of globalization and multidimensional links between contemporary economies as well as historical evolution.

3. Offer an overview of global politics in a period characterized as one of globalization.

4. Summarize the main theoretical approaches available to explain contemporary world politics.

5. Describe the most important critical junctures in history of globalized economy, like the emergence of the Bretton Woods System, oil crises of the 1970s or globalization decade of the 1990s.

6. Analyze the role of key International Organizations in the Global Economy, like GATT, WTO, IMF, WB, OECD, etc.

7. Discuss key challenges to the contemporary globalization and build short, medium, and long-term scenarios of the globalization and regionalization processes in the world economy.

in terms of skills:

1. Offer an overview of global politics in a period characterized as one of globalization.

2. Summarize the main theoretical approaches available to explain contemporary world politics.

3. Analyze the role of key International Organizations in the Global Economy, like GATT, WTO, IMF, WB, OECD, etc.

4. Discuss key challenges to the contemporary globalization and build short, medium, and long-term scenarios of the globalization and regionalization processes in the world economy.

in terms of social competences:

1. Analyze the role of key International Organizations in the Global Economy, like GATT, WTO, IMF, WB, OECD, etc.

2. Discuss key challenges to the contemporary globalization and build short, medium, and long-term scenarios of the globalization and regionalization processes in the world economy.

Course learning content:

Origins of the capitalist economy: Pre-capitalist world economy; The birth of capitalism and modern world systems; The Industrial Revolution and the Labor Movement; First wave of globalization and 'Robber baron' capitalism.

Postwar International Economic Regime: Keynesian Revolution and New Deal; Bretton Woods Institutions; World Trade Organization and World Trade System
Globalization after 1989: The collapse of the Soviet Union and fall of the Berlin Wall; The 1990s – the decade of globalization: EU common market and the euro, NAFTA, World Trade Organization.
Regionalization of the world economy: MERCOSUR in South America, ASEAN in Southeast Asia, SADC in the south of Africa, ECOWAS in the West of Africa, SAARC in South Asia.
Economic and Monetary Union (EMU) as an example of international monetary integration.
The Rise of the Rest: China and East-Asian countries in the world economy: Chinese economic model; Kicking away the ladder: development strategies in East Asia; Washington Consensus vs. Beijing Consensus.
International finance and global crises: The Great Depression; The Great Recession and Global Financial Crisis; Eurozone Sovereign Debt Crisis.

Course name: **International Organizations as Actors in Global Governance**

On successful completion of this course, students

in terms of knowledge:

1. Use theories of international politics and theories of organization to understand how international organizations work and what is their role.
2. Know whether IOs can act autonomously from states and how and what is their source of autonomy.
3. Understand the nature of IOs as bureaucracies
4. Understand IOs and NGOs role and the link between them in global governance today and recognize future developments.
5. Name opportunities and challenges that regional IOs face.
6. Identify how non-state actors and institutional arrangements can change the dynamics and outcomes in certain issues and politics.
7. Highlight the governance dilemmas in chosen case studies e.g. human rights, climate change, economic development.

in terms of skills:

1. Use theories of international politics and theories of organization to understand how international organizations work and what is their role.
2. Understand IOs and NGOs role and the link between them in global governance today and recognize future developments.
3. Name opportunities and challenges that regional IOs face.
4. Highlight the governance dilemmas in chosen case studies e.g. human rights, climate change, economic development

in terms of social competences:

1. Name opportunities and challenges that regional IOs face.

Course learning content:

Theoretical Foundations of Global Governance.

International Organizations as Bureaucracies: Authority, Autonomy, Power.

Organizational Change, Pathologies, Legitimacy of International Organizations.

The Role of NGOs as Non-state Actors in Global Governance NGOs and IOs.

IOs-NGOs link and the Role of Transnational Networks.

Expertise and Power of Regional Organizations.

IOs and Democratization, and The Liberal Peace.

IOs and the Global Governance of Security (Peace Operations).

IOs and NGOs in Human Rights Regime.

Functions of IOs: Sanctions and Dispute Settlement.

Cooperation with Regional Organizations and Non-state actors (Role of Transnational Networks).

Course name: **EU Law Framework for Organizations**

On successful completion of this course, students

in terms of knowledge:

1. Understand how decisions are made within the EU on the basis of EU-Treaties and what is the division of competences between the EU and Member States.
2. Know what are the functions and correlations of particular EU institutions.
3. Understand and explain the complexity of relations between national and EU judicial system.
4. Find and correctly refer to relevant primary and secondary sources of EU-law regarding different types of organizations.
5. Apply relevant legal sources of the EU-law to relevant facts, especially regarding organizations.

6. Describe and explain central elements of EU-law making process and relations between the EU-law and domestic law of EU Member States.

in terms of skills:

1. Understand how decisions are made within the EU on the basis of EU-Treaties and what is the division of competences between the EU and Member States.
2. Understand and explain the complexity of relations between national and EU judicial system.
3. Find and correctly refer to relevant primary and secondary sources of EU-law regarding different types of organizations.
4. Apply relevant legal sources of the EU-law to relevant facts, especially regarding organizations.
5. Describe and explain central elements of EU-law making process and relations between the EU-law and domestic law of EU Member States.

in terms of social competences:

1. Apply relevant legal sources of the EU-law to relevant facts, especially regarding organizations.
2. Describe and explain central elements of EU-law making process and relations between the EU-law and domestic law of EU Member States.

Course learning content:

The establishment and development of the EU, competences of the EU.

The EU institutions.

The EU-law making process and sources of EU-law.

Relationships between EU-law and the law systems of EU-Member States, the effects of EU-law, especially for different types of organizations.

The European judicial system.

Protection of human rights within the EU.

Course name: **Selected Seminar Group**

On successful completion of this course, students

in terms of knowledge:

1. Write scientific thesis in English.

in terms of skills:

1. Identify important research problems and define the hypothesis.
2. Select and apply adequate research methods.
3. Design research tools and collect data.
4. Analyse and present data.
5. Draw conclusions based on collected data and verify the hypothesis.
6. Write scientific thesis in English.

Course learning content:

Characteristics and aims of scientific thesis.

Research problem and research questions.

Thesis and hypothesis.

Research methods, techniques and tools.

Data analyse and presentation.

Reasoning methods: deduction and induction.

Language and layout of degree thesis.

Library query.

IT tools in degree thesis preparations.

Discussions and consultations.

Course name: **French B1**

On successful completion of this course, a student

in terms of knowledge:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to describe different situations, make a comparison of text in English and French selecting the adequate terminology.

in terms of skills:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to describe different situations, make a comparison of text in English and French selecting the adequate terminology.
7. works in a group.

in terms of social competences:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to make the right information selection for prepare a summary.

Course learning content:

Getting to know concepts and terminology from various areas of life, in particular in the field of politics, law, administration, media and communication (and their practical application in speech, writing and translating).

Reading and comprehension of French texts, including texts related to politics, law, administration, media and communication.

Developing the ability to communicate freely in contacts, including professional communication, using various communication techniques and professional terminology.

Rules for writing and translating consistent and logical texts in French, including texts related to the politics, law, administration, media and communication, including aspects formal, stylistic and professional terminology.

Preparation of presentations in French, including presentations in the field of European law; discussion of the structure of the presentation and its verbal and non verbal elements.

Translating the analyzed materials in oral and written form.

Conducting and participating in group work.

Course name: **German B21**

On successful completion of this course, a student

in terms of knowledge:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in German.
6. is able to describe different situations, make a comparison of text in English and German selecting the adequate terminology.

in terms of skills:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in German.

6. is able to describe different situations, make a comparison of text in English and German selecting the adequate terminology.

7. works in a group.

in terms of social competences:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.

2. understands the importance of the main themes in the message contained in complex texts.

3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.

4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.

5. is able to prepare a small oral presentation, e.g. a presentation in German.

6. is able to make the right information selection for prepare a summary.

Course learning content:

Getting to know concepts and terminology from various areas of life, in particular in the field of politics, law, administration, media and communication (and their practical application in speech, writing and translating).

Reading and comprehension of German texts, including texts related to politics, law, administration, media and communication.

Developing the ability to communicate freely in contacts, including professional communication, using various communication techniques and professional terminology.

Rules for writing and translating consistent and logical texts in German, including texts related to the politics, law, administration, media and communication, including aspects formal, stylistic and professional terminology.

Preparation of presentations in German, including presentations in the field of European law; discussion of the structure of the presentation and its verbal and non verbal elements.

Translating the analyzed materials in oral and written form.

Conducting and participating in group work.

Course name: **German A2**

On successful completion of this course, a student

in terms of knowledge:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.

2. understands the importance of the main themes in the message contained in complex texts.

3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.

4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.

5. is able to prepare a small oral presentation, e.g. a presentation in German.

6. is able to describe different situations, make a comparison of text in English and German selecting the adequate terminology.

in terms of skills:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.

2. understands the importance of the main themes in the message contained in complex texts.

3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.

4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.

5. is able to prepare a small oral presentation, e.g. a presentation in German.

6. is able to describe different situations, make a comparison of text in English and German selecting the adequate terminology.

7. works in a group.

in terms of social competences:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.

2. understands the importance of the main themes in the message contained in complex texts.

3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.

4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in German.
6. is able to make the right information selection for prepare a summary.

Course learning content:

Getting to know concepts and terminology from various areas of life, in particular in the field of politics, law, administration, media and communication (and their practical application in speech, writing and translating).

Reading and comprehension of German texts, including texts related to politics, law, administration, media and communication.

Developing the ability to communicate freely in contacts, including professional communication, using various communication techniques and professional terminology.

Rules for writing and translating consistent and logical texts in German, including texts related to the politics, law, administration, media and communication, including aspects formal, stylistic and professional terminology.

Preparation of presentations in German, including presentations in the field of European law; discussion of the structure of the presentation and its verbal and non verbal elements.

Translating the analyzed materials in oral and written form.

Conducting and participating in group work.

Course name: **Social Innovations**

On successful completion of this course, a student in terms of knowledge:

1. Knows the conceptual scope of "social innovation" and can indicate its reference to social and infrastructural or combined social-infrastructural ventures.
2. Knows domestic and foreign institutions that subsidize projects supporting social innovations can read with understanding the competition announcement prepare the necessary application documents.
3. Knows the EU institutions responsible for the preparation, implementation and financial supervision of externally funded projects.
4. Able to identify current operational programs subsidized from the EU budget dedicated to projects that meet the criteria of "social innovation" on a macro and micro scale.

in terms of skills:

1. Knows the conceptual scope of "social innovation" and can indicate its reference to social and infrastructural or combined social-infrastructural ventures.
2. Knows domestic and foreign institutions that subsidize projects supporting social innovations can read with understanding the competition announcement prepare the necessary application documents.
3. Knows the EU institutions responsible for the preparation, implementation and financial supervision of externally funded projects.
4. Able to identify current operational programs subsidized from the EU budget dedicated to projects that meet the criteria of "social innovation" on a macro and micro scale.
5. Can carry out a diagnosis of social needs and identify the field of project application in the field of social and infrastructure projects.

in terms of social competences:

1. Knows domestic and foreign institutions that subsidize projects supporting social innovations can read with understanding the competition announcement prepare the necessary application documents.
2. Knows the EU institutions responsible for the preparation, implementation and financial supervision of externally funded projects.
3. Able to identify current operational programs subsidized from the EU budget dedicated to projects that meet the criteria of "social innovation" on a macro and micro scale.
4. Can carry out a diagnosis of social needs and identify the field of project application in the field of social and infrastructure projects.

Course learning content:

Introduction to EU public finance. Budgetary procedure in the EU (annual and multi-year-EU budget). Institutions implementing, supervising and controlling the implementation of the EU budget - national and EU level.

Control of projects - rules, deadlines, powers of controlling entities. Analysis of project funding contracts – OLAF, NIK, government level.

EU financial instruments - discussion: grant, loan, guarantee. Areas of financial support from the EU budget in Poland - programs and funds and community initiatives JESSICA; JEREMIE.

Examples of areas of support and possible applications under the so-called soft and hard projects;
Principles of project management with external funding - material and financial schedule, funding
promise, project budget, indicators.

Tools for successful application - diagnosis of social needs, feasibility study, abc of the investment
process, socio-economic diagnosis, etc. - project indicators, etc. - credit project work.

Course name: **Self-Presentation and the Art of Public Speaking**

On successful completion of this course, students

in terms of knowledge:

1. Have knowledge of basics of interpersonal communication – verbal communication.
2. Have knowledge of basics of interpersonal communication – nonverbal communication.
3. Recognize goals, tasks and problems of public speaking.
4. Master presentation as a form of speech.
5. Have control over emotions during public presentations and other communication situations.

in terms of skills:

1. Recognize goals, tasks and problems of public speaking.
2. Master presentation as a form of speech.
3. Create CV and cover letter, master auto presentation in writing.
4. Have control over emotions during public presentations and other communication situations.

in terms of social competences:

1. Master self-presentation: the manipulation of the generated impression.
2. Recognize goals, tasks and problems of public speaking.
3. Have control over emotions during public presentations and other communication situations.

Course learning content:

Basics of interpersonal communication. Verbal communication.

Basics of interpersonal communication. Nonverbal communication.

Manipulation of the exerted impression.

Goals, tasks and problems of public speaking.

Presentation as a form of speech.

Image, image and self-presentation measures in politics.

Self-presentation.

Course name: **Conflicts Resolution and Negotiations in Organizations**

On successful completion of this course, students

in terms of knowledge:

1. Understand the nature of conflicts in social life, especially in organizations and between organizations and their environments.
2. Understand and know the types of ties binding participants in social sphere and the regularities governing them in business and politics.
3. Describe the role of negotiations and other methods of conflict resolution in organizations' practice.

in terms of skills:

1. Describe the role of negotiations and other methods of conflict resolution in organizations' practice.
2. Properly analyse the causes and course of specific social processes and phenomena (cultural, political, legal, economic) within the scope of scientific disciplines relevant to negotiations.
3. Use a foreign language in accordance with the requirements of level B2 of the Common European Framework of Reference for Languages and know the terms which allow for discourse on topics of interest to the negotiations and conflict resolution.

in terms of social competences:

1. Describe the role of negotiations and other methods of conflict resolution in organizations' practice.
2. Properly analyse the causes and course of specific social processes and phenomena (cultural, political, legal, economic) within the scope of scientific disciplines relevant to negotiations.
3. Use a foreign language in accordance with the requirements of level B2 of the Common European Framework of Reference for Languages and know the terms which allow for discourse on topics of interest to the negotiations and conflict resolution.
4. Understand the need to extend and update knowledge, skills and competences throughout life including skills for effective negotiations.

Course learning content:

Introduction to negotiations.

Correlations between the conflict, cooperation and negotiations. The Harvard Project.

BATNA and negotiation's phases.

Preparation, Opening, Bargaining and Closing the process of negotiations.
Negotiator – qualifications for effectiveness.
Models and approaches often mistake in negotiations.
International politics and negotiations.
Basic rules for negotiating in an international environment.
International business negotiations.
Essential approaches and business ethics in different cultures.
Crisis negotiations.
Different aspects of the hostage negotiations.
Negotiations and conflict resolutions in Organizations.
Successful and unsuccessful negotiating attempts.
Case studies.

Course name: **Market, Brand and Target Group Analysis for Organization**
On successful completion of this course, a student

in terms of knowledge:

1. Skilfully diagnose basic challenges in the field of initial situation analysis, have a basic knowledge about definitions of market, brand and target group for organisation.
2. Can interpret the data collected during the analysis and draw conclusions from them important in the process of planning development and communication strategies.
3. Effectively uses the methods of market, brand and target groups analysis and provides strategics for further organisation development emerging from constituted conclusions of analysis.
4. Knows the challenges of contemporary organization communication in the new media environment and is able to adapt the use of individual communication platforms to achieve the organization's goals.
5. Is able to present a results of his analysis using professional methods of presentation and professional terminology including taking a part in a debate on provided conclusions.

in terms of skills:

1. Effectively collects an important data and knowledge about market environment of organisation using most popular methods of analysis.
2. Can interpret the data collected during the analysis and draw conclusions from them important in the process of planning development and communication strategies.
3. Effectively uses the methods of market, brand and target groups analysis and provides strategics for further organisation development emerging from constituted conclusions of analysis.
4. Knows the challenges of contemporary organization communication in the new media environment and is able to adapt the use of individual communication platforms to achieve the organization's goals.
5. Is able to present a results of his analysis using professional methods of presentation and professional terminology including taking a part in a debate on provided conclusions.

in terms of social competences:

1. Skilfully diagnose basic challenges in the field of initial situation analysis, have a basic knowledge about definitions of market, brand and target group for organisation.
2. Can interpret the data collected during the analysis and draw conclusions from them important in the process of planning development and communication strategies.
3. Effectively uses the methods of market, brand and target groups analysis and provides strategics for further organisation development emerging from constituted conclusions of analysis.

Course learning content:

Basic concepts in the field of organization analysis – market, reference groups, stakeholders, brand.
Baseline analysis methods – SWOT, TOWS, PEST.
Analysis of the market environment and its significance for individual sectors of the economy.
Brand as an organization resource – types of brands, brand building strategies.
Competition mapping as a method of planning a communication strategy.
Comprehensive strategic planning of the organization – presentation of the results of the analysis, recommendations for the future.
Organizational awareness levels and processes of building them in particular target groups.
New media in organizational communication – meaning, applications, usability.

Course name: **Social Psychology**

On successful completion of this course, students

in terms of knowledge:

1. Define concepts in the field of social psychology.
2. Explain observed social phenomena.

3. Identify factors determining the appearance of specific social phenomena.

in terms of skills:

1. Use knowledge in the field of social psychology to predict the effects of observed phenomena.
2. Design activities aimed at the occurrence of desirable social phenomena and limiting the occurrence of undesirable phenomena.

in terms of social competences:

1. Participate actively in the group work on task, is aware of the importance of the influence of external factors on the behavior of the individual.

Course learning content:

Methodology of social psychology.
Interpersonal attraction.
Self-presentation.
Cognitive dissonance.
Conformity.
Social influence: manipulation and persuasion.
Aggression.
Prejudice.
Influence in Social Groups and Group Processes.
Prosocial behavior.
Nonverbal Communication.

Course name: **Analysis and Prognosis in Organizations**

On successful completion of this course, a student

in terms of knowledge:

1. Understands the need to analyse the situation in which an organisation finds itself.
2. Knows the definition of forecasting and understands the objectives of forecasting.
3. Can use forecasting methods to identify challenges and threats that an organization may face in the future.
4. Applies the results of the morphological analysis to the forecasting process.
5. Selects the best strategy for the organization using game theory.
6. Understands the need to maintain innovation and high potential for adaptation to changing circumstances and unexpected events.

in terms of skills:

1. Understands the need to analyse the situation in which an organisation finds itself.
2. Knows how to conduct a SWOT analysis for a selected organization.
3. Is able to use IT tools to search and process data and information necessary to analyze the internal situation of the organization and its management.
4. Knows the definition of forecasting and understands the objectives of forecasting.
5. Can use forecasting methods to identify challenges and threats that an organization may face in the future.
6. Is able to create scenarios of threats to the organization.
7. Synthetically presents and clearly visualizes the results of the analysis in a synthetic way.
8. Applies the results of the morphological analysis to the forecasting process.
9. Selects the best strategy for the organization using game theory.
10. Understands the need to maintain innovation and high potential for adaptation to changing circumstances and unexpected events.

in terms of social competences:

1. Understands the need to analyse the situation in which an organisation finds itself.
2. Knows how to conduct a SWOT analysis for a selected organization.
3. Is able to use IT tools to search and process data and information necessary to analyze the internal situation of the organization and its management.
4. Knows the definition of forecasting and understands the objectives of forecasting.
5. Can use forecasting methods to identify challenges and threats that an organization may face in the future.
6. Is able to create scenarios of threats to the organization.
7. Synthetically presents and clearly visualizes the results of the analysis in a synthetic way.
8. Applies the results of the morphological analysis to the forecasting process.
9. Selects the best strategy for the organization using game theory.
10. Understands the need to maintain innovation and high potential for adaptation to changing circumstances and unexpected events.

Course learning content:

Introduction to forecasting and analysis. Defining basic concepts, indicating the purpose of analysis and forecasting.

Analysis of key success factors.

SWOT analysis of the organization's inner structure.

Influence of the organization's environment on its functioning.

The role of IT tools in the process of data and information acquisition.

Building databases of key factors influencing the functioning of the organization.

Heteristic methods in forecasting the situation of an organization. Intuitive method, brainstorming, delphic method.

Extrapolation and interpolation in analysis and forecasting in organization. Trend-based forecasting.

Using the analogy method in planning strategic activities of the organization.

Game theory in planning strategic activities of an organization.

Course name: **Introduction to Communication**

On successful completion of this course, students

in terms of knowledge:

1. Understand the purposes, origins, theoretical assumptions, and key vocabulary of communication studies as well as the history, theoretical concepts, and key approaches of the study of communication.
2. Recognize social roles played in different types of communication.
3. Understand the determinants of the effectiveness of the process of social communication, changes in the media market and the reasons, course, scale and consequences of changes in this field.

in terms of skills:

1. Understand the determinants of the effectiveness of the process of social communication, changes in the media market and the reasons, course, scale and consequences of changes in this field.
2. Select and use appropriate methods and tools, including new technologies, to define and perform tasks related to the different types of communication.

in terms of social competences:

1. Select and use appropriate methods and tools, including new technologies, to define and perform tasks related to the different types of communication.

Course learning content:

Communication – etymology; communication as social interaction

Research traditions in communication studies.

Elements and features of the communication process.

Verbal and nonverbal communication.

Models of communication.

Stages of human communication development.

Interpersonal communication.

Group communication.

Organizational communication.

Public and mass communication.

Course name: **Sociology of the Internet**

On successful completion of this course, a student

in terms of knowledge:

1. Has knowledge of the nature and subject matter of sociology research and relations with other disciplines included in social sciences.
2. Knows various forms of organization of society with particular emphasis on information society.
3. Knows the types of social bonds and different types of social structures and institutions of public life.
4. Understands the impact of new technologies on changes in political, social, business, regional, national and global life.
5. Understands the challenges of digitisation.
6. Explains the phenomena occurring within the framework of the formation and functioning of social groups

in terms of skills:

1. Understands the impact of new technologies on changes in political, social, business, regional, national and global life.
2. Understands the challenges of digitisation.
3. Is able to solve disputes in an organization using different methods and strategies.
4. Can work and play different roles in a group.

5. Understands the need for self-education.

in terms of social competences:

1. Understands the impact of new technologies on changes in political, social, business, regional, national and global life.
2. Understands the challenges of digitisation.
3. Explains the phenomena occurring within the framework of the formation and functioning of social groups
4. Is able to solve disputes in an organization using different methods and strategies.
5. Can work and play different roles in a group.

Course learning content:

Sociology as a scientific discipline, relations of sociology with other social sciences.

Biological, geographical and demographic basis of social life.

The process of shaping social bonds.

Formation and essence of social groups, group processes, phenomenon of group thinking

The idea of social stratification, theories of social stratification, factors determining the process of social differentiation formation, analysis of concepts: social layer, social class, social elites.

Historical and contemporary forms of organization of society.

Factors determining the establishment and functioning of information society.

Social and economic changes in the era of digital transformation.

Sociological interpretation of digital transformation.

Internet society technology.

Transformations of selected spheres of human life in the era of digital transformation.

Technology control, technology policy.

Cybernetics and management.

Impact of social processes on technological development.

Polish society and the development of new technologies.

Social acceptance of changes and new technologies.

Managing and presentation of digital data.

Impact of new technologies on the functioning of societies.

Opportunities and risks arising from the implementation of new technologies for social life.

Course name: **NGOs as Non-state Actors**

On successful completion of this course, students

in terms of knowledge:

1. Use theories of international politics and theories of organization to understand how NGOs work and what is their role.
2. Know how NGOs can act autonomously from states and how and what is their source of autonomy.
3. Understand the nature of NGOs.
4. Understand the cooperation of NGOs with international organization and their joint role in global governance today and recognize future developments.
5. Name opportunities and challenges that NGOs face.
6. Identify how non-state actors and institutional arrangements can change the dynamics and outcomes in certain issues and politics.
7. Highlight the governance dilemmas in chosen case studies e.g. human rights, climate change, economic development, etc.

in terms of skills:

1. Use theories of international politics and theories of organization to understand how NGOs work and what is their role.
2. Understand the cooperation of NGOs with international organization and their joint role in global governance today and recognize future developments.
3. Name opportunities and challenges that NGOs face.
4. Highlight the governance dilemmas in chosen case studies e.g. human rights, climate change, economic development, etc.

in terms of social competences:

1. Name opportunities and challenges that NGOs face.

Course learning content:

The emergence of NGOs as actors on the world stage.

Theoretical Explanations for NGOs (different approaches in IR literature).

IOs-NGOs link and the Role of Transnational Networks.

Issues-areas and sectors: NGOs and Human Rights, Humanitarian NGOs.

Democracy and NGOs, Civil society, NGOs and authoritarianism.
NGOs and peace, security in conflict zones.
International NGOs in development studies.
Contemporary challenges: legitimacy, accountability.

Course name: **Methods and Technics of Data Analysis**

On successful completion of this course, a student

in terms of knowledge:

1. knows and understands the methods and techniques of data analysis, appropriate for political sciences, allowing them to describe social organizations and institutions and the processes taking place within them and between them.

in terms of skills:

1. is able to use differentiated the methods and techniques of data analysis to describe, interpret, and evaluate phenomena in political reality (cultural, political, legal, economic) and determine their causes.
2. is able to use basic theoretical knowledge to formulate theory-grounded methodological assumptions that apply to delve into specific processes and phenomena in political reality (cultural, political, legal, economic).

3. is able to differentiate between qualitative and quantitative approaches to data analysis and apply them properly and critically analyze the causes and course of specific social processes and phenomena (cultural, political, legal, economic) in the field of scientific disciplines relevant to political sciences.

in terms of social competences:

1. is able to theorize empirical research findings concerning the phenomena and processes taking place in politics.

Course learning content:

Formulating methodological assumptions for empirical research.

Identifying theories and providing theoretical grounds for methodological assumptions.

Differentiating between qualitative and quantitative data.

Qualitative methods and techniques of data analysis.

Quantitative methods and techniques of data analysis.

Mixed methods and techniques of data analysis.

Putting qualitative, quantitative, and mixed approach to work.

Theorizing empirical research findings.

Course name: **Diplomacy and International Relations**

On successful completion of this course, students

in terms of knowledge:

1. Identify and understand key trends in contemporary international relations and their determinants.

2. Understand basic assumptions and explanations provided by main theoretical schools in International Relations.

3. Identify key concepts in the study of International Relations and know their different interpretations proposed by various theoretical schools.

4. Use key concepts and insights from International Relations theory as tools for understanding and forecasting international events and processes.

in terms of skills:

1. Identify and understand key trends in contemporary international relations and their determinants.

2. Understand basic assumptions and explanations provided by main theoretical schools in International Relations.

3. Identify key concepts in the study of International Relations and know their different interpretations proposed by various theoretical schools.

4. Use key concepts and insights from International Relations theory as tools for understanding and forecasting international events and processes.

in terms of social competences:

1. Identify key concepts in the study of International Relations and know their different interpretations proposed by various theoretical schools.

2. Use key concepts and insights from International Relations theory as tools for understanding and forecasting international events and processes.

Course learning content:

Understanding International Relations – introduction.

Actors of International Relations.

History of international order's evolution.

Power in IR.
International conflicts.
International law and institutions.
Globalization and world economy.
Role of domestic actors in foreign policy.
Foreign policy of main global powers – USA, Russia, PRC, EU, India, Brazil.

Course name: **French B21**

On successful completion of this course, a student in terms of knowledge:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to describe different situations, make a comparison of text in English and French selecting the adequate terminology.

in terms of skills:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to describe different situations, make a comparison of text in English and French selecting the adequate terminology.
7. works in a group.

in terms of social competences:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to make the right information selection for prepare a summary.

Course learning content:

Getting to know concepts and terminology from various areas of life, in particular in the field of politics, law, administration, media and communication (and their practical application in speech, writing and translating).

Reading and comprehension of French texts, including texts related to politics, law, administration, media and communication.

Developing the ability to communicate freely in contacts, including professional communication, using various communication techniques and professional terminology.

Rules for writing and translating consistent and logical texts in French, including texts related to the politics, law, administration, media and communication, including aspects formal, stylistic and professional terminology.

Preparation of presentations in French, including presentations in the field of European law; discussion of the structure of the presentation and its verbal and non verbal elements.

Translating the analyzed materials in oral and written form.

Conducting and participating in group work.

Course name: **Team Building and Creative Thinking**

On successful completion of this course, a student

in terms of knowledge:

1. Understands the need for building relationships in the social and business environment.
2. Coordinate the work of the team.
3. Engage in substantive discussion and argue his or her case as part of a team.
4. Generate innovative ideas to solve a given problem.
5. Define what personal creativity is.
6. Describe lateral thinking.

in terms of skills:

1. Understands the need for building relationships in the social and business environment.
2. Coordinate the work of the team.
3. Engage in substantive discussion and argue his or her case as part of a team.
4. Generate innovative ideas to solve a given problem.
5. Define what personal creativity is.
6. Describe lateral thinking.

in terms of social competences:

1. Understands the need for building relationships in the social and business environment.
2. Coordinate the work of the team.
3. Engage in substantive discussion and argue his or her case as part of a team.
4. Generate innovative ideas to solve a given problem.
5. Define what personal creativity is.
6. Describe lateral thinking.

Course learning content:

The concept and nature of teamwork.
Team building - objectives, tasks and functions.
The role of the leader and other members in the team.
The importance of interpersonal communication in team building.
Creative problem solving.
Best practices for creativity.
Critical thinking.

Course name: **Project Design/Management**

On successful completion of this course, a student

in terms of knowledge:

1. is able to define a project and its elements, name the phases of a project's cycle, enumerate methods of analyzing of project preparing subject.
2. is able to point projects financing sources, characterize ways of project activities construction as well as project methods, explain project budgeted construction rules.

in terms of skills:

1. is able to analyze project problems and aims using the methods of tree of problems and tree of aims, describe a project problem, find an open project contest.
2. is able to interpret the project contest's conditions as well as project documents, select a project target group, build project indicators.

in terms of social competences:

1. is ready to collaborate with other individuals by project tasks' implementation, be creative and innovative with regard to ideas inventing and setting in the field of social and professional activities.
2. is ready to notice interrelations between the project work efficiency and necessity of further professional training, be well organized with regard to systematic work and planned project tasks creation.

Course learning content:

Project – introductory remarks:
Project, project method, project cycle, project structure, types of project, cross-border projects.
Analysis of the project preparing subject:
Project idea, project subject's profile, SWOT analysis.
Surrounding environment analysis:
Project problem analysis, project aims analysis, project trees, SMART rule.
Project fundraising and project financing:
Project contest, Project documentation, financial rule, project agreement.
Project activities and project methods:
Methods and activities, target groups, project partners.
Results and results' indicators:

Project results and their indicators, indicators' table.

Budget of a project:

Financial rules, co financing, project bookkeeping.

Project documentation and project formular filling:

Typical parts of the project formular.

Project implementation:

Project team, informing about the project, project monitoring.

Project evaluation and continuation:

Reproting, continuation phase.

Course name: **White-Collar Crimes**

On successful completion of this course, students

in terms of knowledge:

1. Recognize what is a white-collar crime.
2. Know the main regulatory regimes in white-collar crimes.
3. Apply criminal law in cross-border situations, especially in the area of corruption and money-laundering.
4. Point out the differences between individual criminal law and corporate criminal law.

in terms of skills:

1. Apply criminal law in cross-border situations, especially in the area of corruption and money-laundering.
2. Point out the differences between individual criminal law and corporate criminal law.
3. Apply relevant legal sources of the corporate criminal compliance law to relevant situations.
4. Understand the complexity of whistleblowing – not only in legal but also in social dimension.

in terms of social competences:

1. Apply relevant legal sources of the corporate criminal compliance law to relevant situations.
2. Understand the complexity of whistleblowing – not only in legal but also in social dimension.

Course learning content:

Criminological basics of white-collar crime.

Overview of the main regulatory regimes in white-collar crime.

Cross-border application of criminal law and conflicts of jurisdiction.

Individual criminal law vs. corporate criminal law.

Corporate criminal compliance.

Anti-corruption law.

Anti-money-laundering law.

Confiscation of criminal proceeds.

Whistleblowing.

Course name: **Good Governance and Economic Development**

On successful completion of this course, students

in terms of knowledge:

1. Have a basic knowledge about terms and trends which are determine the development policy.
2. Understand and evaluate the shifting nature of the role of the state in development.
3. Diagnose basic challenges in the field of development.

in terms of skills:

1. Understand a range of sources for empirical information and critically evaluate the empirical basis of different approaches to development.
2. Express assessments about principles of economic development.
3. Diagnose basic challenges in the field of development.

in terms of social competences:

1. Express assessments about principles of economic development.
2. Diagnose basic challenges in the field of development.

Course learning content:

Introduction and course overview. Introduction to Development Economics.

Conceptualising the development policy.

Governance and development.

Markets vs. Controls: Building Institutions for Development Coordination.

International institutions, the world economy, and development.

Recent patterns of economic growth in the developing world.

Socio-Economic Development: sustainable development (the environment and development) education, HRD, and development, social capital for development.

Impediments for development.

The new development challenges in the 21st century.

Course name: Governing and Regulating Emerging Technologies

On successful completion of this course, students

in terms of knowledge:

1. Understand and differentiate concepts of governance, public policy, and public management.
2. Describe different approaches to governance and public management.
3. Understand different approaches towards regulating emerging technologies.
4. Present the main challenges of using digital technologies within public and private governance.
5. Understand the role of international organizations, governments and non-governmental actors in shaping the regulations of emerging technologies.
6. Understand the correlations between technological change and social, economic and political sphere.
7. Understand the role of digital technologies in addressing societal challenges.
8. Shape the governance of organizations with sound understanding of digital technologies.

in terms of skills:

1. Describe different approaches to governance and public management.
2. Present the main challenges of using digital technologies within public and private governance.
3. Shape the governance of organizations with sound understanding of digital technologies.

in terms of social competences:

1. Understand and differentiate concepts of governance, public policy, and public management.
2. Describe different approaches to governance and public management.
3. Understand different approaches towards regulating emerging technologies.
4. Present the main challenges of using digital technologies within public and private governance.
5. Understand the role of international organizations, governments and non-governmental actors in shaping the regulations of emerging technologies.
6. Understand the correlations between technological change and social, economic and political sphere.
7. Understand the role of digital technologies in addressing societal challenges.
8. Shape the governance of organizations with sound understanding of digital technologies.

Course learning content:

The concept of governance.

Approaches to public management.

Public policies of emerging technologies.

Digital technologies as a challenge to governance.

Regulatory approaches towards emerging technologies.

Regulating technology on the international level.

The role of private corporations in governing emerging technologies.

The role of interest groups in governing emerging technologies.

Emerging technologies in public institutions.

Algorithmic governance as a new model of politics.

Course name: New Technologies in Global Societies

On successful completion of this course, students

in terms of knowledge:

1. Understand terms related to new technologies and basic concepts behind them
2. Understand how machine learning works. Decide whether it is possible to use AI in particular case.
3. Understand how blockchain works. Find ways of applying this technology in an organization.
4. Define current threats connected to use of internet in an organization.
5. Apply ideas of widely defined metadata in an organization.
6. Discuss possibilities related to quantum computing and other technologies of the future.

in terms of skills:

1. Understand how machine learning works. Decide whether it is possible to use AI in particular case.
2. Understand how blockchain works. Find ways of applying this technology in an organization.
3. Understand latest changes regarding audio-video materials on the net. Do basic video-editing.
4. Determine whether cloud is a desired model in an organization.
5. Take advantage of IoT, AR and VR technologies.
6. Use basic techniques in data analysis.

in terms of social competences:

1. Define current threats connected to use of internet in an organization.
2. Apply ideas of widely defined metadata in an organization.
3. Understand latest changes regarding audio-video materials on the net. Do basic video-editing.
4. Determine whether cloud is a desired model in an organization.
5. Take advantage of IoT, AR and VR technologies.
6. Use basic techniques in data analysis.

Course learning content:

New technologies in modern world – introduction. Foundations of the internet, basic nomenclature.

Machine learning, AI, neural networks. Natural language processing.

Blockchain – cryptocurrencies and beyond.

The everchanging network – new opportunities and threats on the Internet. 5G, Privacy protection, anonymity, disinformation.

Semantic web – basic concept of metadata, data processing automation, Resource Description Framework, Web Ontology Language.

Evolution of audio-video materials as a form of communication. Theoretical and practical insight.

Cloud technologies – flexible foundation for everyone.

Internet of things, AR, VR – the idea, possible implementations and threats.

Data analysis – underlay of (almost) everything.

Quantum computing and other technologies of the future.

Course name: **Commercial Law**

On successful completion of this course, students

in terms of knowledge:

1. Understand the importance of the economic freedom as the foundation of all business activities.
2. Know and apply the regulations of undertaking business activity including the restrictions.
3. Understand the idea and conditions of the public-private partnership.
4. Describe and explain the central elements of the European Single Market and its basic freedoms.
5. Understand the competition policy of the EU and cooperation of authorities in this field.
6. Know the elements of the employment relationship as well as the rights and obligations of employees and employers.

in terms of skills:

1. Understand the importance of the economic freedom as the foundation of all business activities.
2. Know and apply the regulations of undertaking business activity including the restrictions.
3. Understand the idea and conditions of the public-private partnership.
4. Describe and explain the central elements of the European Single Market and its basic freedoms.
5. Understand the competition policy of the EU and cooperation of authorities in this field.
6. Know the elements of the employment relationship as well as the rights and obligations of employees and employers.

in terms of social competences:

1. Know and apply the regulations of undertaking business activity including the restrictions.
2. Describe and explain the central elements of the European Single Market and its basic freedoms.
3. Understand the competition policy of the EU and cooperation of authorities in this field.
4. Know the elements of the employment relationship as well as the rights and obligations of employees and employers.

Course learning content:

The understanding of the economic freedom.

Legal regulations regarding undertaking business activity.

Public-private partnership as the interface between public and private sector.

The development and central elements of European Single Market including basic freedoms.

Competition policy of the EU and of the Member States.

Basics of labour law.

Course name: **Company Law**

On successful completion of this course, students

in terms of knowledge:

1. Understand the nature of company.
2. Know the classification of companies and explain the main concepts that underpin company law, including separate legal personality and limited liability.

3. Explain the distinctions between partnerships and capital companies and between companies with different ownership structure.
4. Comprehend the corporate governance structure of the company in one-tier board system and two-tier board system.
5. Summarise the issues that arise in respect of large, widely owned, public companies and the strategies that have been developed to ensure such companies are well governed (the three lines of defense model and GRC-approach).
6. Understand the significance of the social responsibility of the company (ESG-approach) and know the relevant domestic and European regulations.

in terms of skills:

1. Know the classification of companies and explain the main concepts that underpin company law, including separate legal personality and limited liability.
2. Explain the distinctions between partnerships and capital companies and between companies with different ownership structure.
3. Summarise the issues that arise in respect of large, widely owned, public companies and the strategies that have been developed to ensure such companies are well governed (the three lines of defense model and GRC-approach).
4. Understand the significance of the social responsibility of the company (ESG-approach) and know the relevant domestic and European regulations.

in terms of social competences:

1. Understand the significance of the social responsibility of the company (ESG-approach) and know the relevant domestic and European regulations.

Course learning content:

Meaning, definitions and essentials of company.

The formation, functioning and types of winding-up.

Classification of companies.

Internal and external stakeholders vs. shareholders of the company.

Corporate governance system and management of the company.

The social responsibility of the company.

Course name: **French B22**

On successful completion of this course, a student

in terms of knowledge:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to describe different situations, make a comparison of text in English and French selecting the adequate terminology.

in terms of skills:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to describe different situations, make a comparison of text in English and French selecting the adequate terminology.
7. works in a group.

in terms of social competences:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.

3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to make the right information selection for prepare a summary.

Course learning content:

Getting to know concepts and terminology from various areas of life, in particular in the field of politics, law, administration, media and communication (and their practical application in speech, writing and translating).

Reading and comprehension of French texts, including texts related to politics, law, administration, media and communication.

Developing the ability to communicate freely in contacts, including professional communication, using various communication techniques and professional terminology.

Rules for writing and translating consistent and logical texts in French, including texts related to the politics, law, administration, media and communication, including aspects formal, stylistic and professional terminology.

Preparation of presentations in French, including presentations in the field of European law; discussion of the structure of the presentation and its verbal and non verbal elements.

Translating the analyzed materials in oral and written form.

Conducting and participating in group work.

Course name: **Stereotypes in Intercultural Communications**

On successful completion of this course, students in terms of knowledge:

1. Deliver the most influential definitions of 'stereotype' in contemporary social science.
2. Understand and apply the crucial theories of stereotype in intercultural communications.
3. Identify and characterise crucial aspects of functioning stereotypes in intercultural communications.
4. Distinguish between various form of stereotypical thinking (bias, prejudice, superstition, resentment).
5. Detect stereotypes in intercultural communications.
6. Identify and overcome own biases in perceiving, understanding, and practicing intercultural communications.

in terms of skills:

1. Deliver the most influential definitions of 'stereotype' in contemporary social science.
2. Understand and apply the crucial theories of stereotype in intercultural communications.
3. Identify and characterise crucial aspects of functioning stereotypes in intercultural communications.
4. Distinguish between various form of stereotypical thinking (bias, prejudice, superstition, resentment).
5. Detect stereotypes in intercultural communications.
6. Identify and overcome own biases in perceiving, understanding, and practicing intercultural communications.

in terms of social competences:

1. Deliver the most influential definitions of 'stereotype' in contemporary social science.
2. Understand and apply the crucial theories of stereotype in intercultural communications.
3. Identify and characterise crucial aspects of functioning stereotypes in intercultural communications.
4. Distinguish between various form of stereotypical thinking (bias, prejudice, superstition, resentment).
5. Detect stereotypes in intercultural communications.
6. Identify and overcome own biases in perceiving, understanding, and practicing intercultural communications.

Course learning content:

Defining 'stereotype' and 'intercultural communications'.

Defining 'bias', 'prejudice', 'superstition', 'resentment' in intercultural communications.

Stereotypes and public opinion (Walter Lippmann).

Stereotypes as a subject of social psychology.

Bias, critical doubt, fallacies (Douglas Walton).

Stereotypes in intercultural communications (national, racial, linguistic, religious, gender).

Stereotypes in intercultural communications through the lens of historical institutionalism.

Stereotypes in intercultural communications through the lens of normative political theory.

Detecting stereotypes in IC.

Overcoming stereotypes in IC.

Course name: **German B22**

On successful completion of this course, a student in terms of knowledge:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in German.
6. is able to describe different situations, make a comparison of text in English and German selecting the adequate terminology.

in terms of skills:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in German.
6. is able to describe different situations, make a comparison of text in English and German selecting the adequate terminology.
7. works in a group.

in terms of social competences:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in German.
6. is able to make the right information selection for prepare a summary.

Course learning content:

Getting to know concepts and terminology from various areas of life, in particular in the field of politics, law, administration, media and communication (and their practical application in speech, writing and translating).

Reading and comprehension of German texts, including texts related to politics, law, administration, media and communication.

Developing the ability to communicate freely in contacts, including professional communication, using various communication techniques and professional terminology.

Rules for writing and translating consistent and logical texts in German, including texts related to the politics, law, administration, media and communication, including aspects formal, stylistic and professional terminology.

Preparation of presentations in German, including presentations in the field of European law; discussion of the structure of the presentation and its verbal and non verbal elements.

Translating the analyzed materials in oral and written form.

Conducting and participating in group work.

Course name: **Public Participation and Civil Society**

On successful completion of this course, students in terms of knowledge:

1. Explain what civil society is and explain why it is necessary for the efficient functioning of a democratic state.
2. Present concepts of civil society and is able to present the evolution of civil society concept.
3. Identify forms of civic activity at the local, regional, national and global level.
4. Name the forms of direct democracy.

in terms of skills:

1. Show how, as an individual, is able to get involved as a citizen.
2. Show differences in the understanding of civil society in democratic regimes and problems with their occurrence within non-democratic regimes.

in terms of social competences:

1. Show how, as an individual, is able to get involved as a citizen.

Course learning content:

History and concepts of civil society.

The influence of historical and cultural conditions on building a civil society.

Building a civil society in the age of globalization.

The importance of access to public information (Polish case).

Forms of direct democracy.

Elections.

Citizens' activity levels:

- local (e.g. by participation in the creation of the civic budget);
- regional (e.g. by participating in a local referendum, activities in local associations, cooperation with the media, exercising the power to write petitions);
- national (e.g. thanks to party activity, participation in elections);
- global (e.g. by participating in social protests).

NGOs.

Course name: **Challenges of European Integration**

On successful completion of this course, a student

in terms of knowledge:

1. Skillfully diagnose basic challenges in the European integration, have a basic knowledge about terms and trends which are determine the integration process.
2. Can recognize the importance of an integration impact for the functioning of states and ordinary people.
3. Possess skills and ability to independently identify and formulate a problem related to European integration in the area od selected politics.
4. Possess good knowledge and understanding of how European integration processes and problems concerning democracy and legitimacy in the EU are being described and explained in contemporary research.
5. Possess good knowledge and understanding of normative problems related to the construction of the EU's institutional set-up; has an opportunity to notice the role and importance of European policies.
6. Possess skills and ability to independently present, analyse and discuss issues related to EU as a global actor, both orally and in writing.
7. Has the ability to monitor key future integration challenges based on a review of key sources.

in terms of skills:

1. Skillfully diagnose basic challenges in the European integration, have a basic knowledge about terms and trends which are determine the integration process.
2. Can recognize the importance of an integration impact for the functioning of states and ordinary people.
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5. Possess good knowledge and understanding of normative problems related to the construction of the EU's institutional set-up; has an opportunity to notice the role and importance of European policies.
6. Possess skills and ability to independently present, analyse and discuss issues related to EU as a global actor, both orally and in writing.
7. Has the ability to monitor key future integration challenges based on a review of key sources.

in terms of social competences:

1. Skillfully diagnose basic challenges in the European integration, have a basic knowledge about terms and trends which are determine the integration process.
2. Can recognize the importance of an integration impact for the functioning of states and ordinary people.
3. Possess skills and ability to independently identify and formulate a problem related to European integration in the area od selected politics.

4. Possess good knowledge and understanding of how European integration processes and problems concerning democracy and legitimacy in the EU are being described and explained in contemporary research.
5. Possess good knowledge and understanding of normative problems related to the construction of the EU's institutional set-up; has an opportunity to notice the role and importance of European policies.
6. Possess skills and ability to independently present, analyse and discuss issues related to EU as a global actor, both orally and in writing.
7. Has the ability to monitor key future integration challenges based on a review of key sources.

Course learning content:

Theoretical approaches to European integration.
Political and Institutional system of the EU. The EU Policy Process and Interest Representation.
The European Court of Justice and Judicial Politics.
Common Market Regulations.
Asylum and Immigration Policy.
Common Foreign and Security Policy.
EU External Relations.
„Searching for unknown” – Therefore looking for the constant solutions as a part of preparing for new European challenges.

Course name: **Digital Challenges of Public Policy**

**On successful completion of this course, students
in terms of knowledge:**

1. Understand the role of digital technologies in contemporary politics.
2. Research the processes of digitalisation in political communication and campaigning.
3. Understand the impact of digitalisation on climate change and environmental policies
4. Understand the different impact of digitalisation on political sphere in democracies and autocracies.
5. Understand the way in which digital tools are being used by local governments.
6. Understand the impact of digitalisation on citizenship and political participation.

in terms of skills:

1. Analyse and construct codes of ethics to for the use artificial intelligence and other digital technologies.
2. Describe the main social, economic and political challenges of the automation of work.
3. Predict an impact of digital technologies on international relations.

Course learning content:

Digital technologies in politics – an introduction.
Datafication and algorithmisation of political processes.
Artificial intelligence ethics in public and private sector.
Digitalisation processes in democracies and autocracies.
Digital technologies in climate and environmental policies.
Digital tools in political communication and campaigns.
Citizenship and political participation in digital environment.
Automation of work as a social, economic, and political challenge.
Influence of digital technologies on human rights.
Digital technologies in international relations.
Digital technologies in local governments.

Course name: **Comparative Social and Political Movements**

**On successful completion of this course, students
in terms of knowledge:**

1. Recognize the basic categories and theories of social movement research.
2. Describe relationships between variety of factors responsible for the emergence and existence of social movements.
3. Understand the history and development of selected social movements in different parts of the world.
4. Relate empirical examples he knows to selected explanatory frameworks developed within social movements research.
5. Solve problems related to selected aspects of the study of social movements based on selected literature and sources.
6. Engage in discussions on selected topics related to the field of social movement research.
7. Recognize the political, social, and cultural problems that underlie the emergence of social movements.

in terms of skills:

1. Recognize the basic categories and theories of social movement research.
2. Describe relationships between variety of factors responsible for the emergence and existence of social movements.
3. Understand the history and development of selected social movements in different parts of the world.
4. Relate empirical examples he knows to selected explanatory frameworks developed within social movements research.
5. Solve problems related to selected aspects of the study of social movements based on selected literature and sources.
6. Engage in discussions on selected topics related to the field of social movement research.
7. Recognize the political, social, and cultural problems that underlie the emergence of social movements.

in terms of social competences:

1. Engage in discussions on selected topics related to the field of social movement research.
2. Recognize the political, social, and cultural problems that underlie the emergence of social movements.

Course learning content:

Theories of social movements.

Who joins social movements?

Collective action and culture.

Social movements and identity.

What social movements do? Strategies of social movements.

Social movements and violence – theoretical approaches and empirical cases.

Radicalism and social movements.

Visuals in social movements.

The reaction of states to social movements.

Individuals, networks and organizations.

Global activism.

(New) media and social movements.

Protests and movements in autocratic regimes.

Radical right movements and populism.

Course name: **E-PR**

On successful completion of this course, a student

in terms of knowledge:

1. Understands the importance of public relations for the effective management of an organisation on the Internet.
2. Is familiar with the instruments of public relations and media relations used in online communication and is able to apply online video materials appropriately.
3. Has knowledge of the principles of building relations with the internal and external environment of the institution using social media.
4. Knows how to organise the work of a public relations unit in an organisation and how to use digital media.
5. Is aware of the importance of open and honest communication for the success of people and institutions.
6. Is prepared to work in a PR department and use online communication tools.

in terms of skills:

1. Is familiar with the instruments of public relations and media relations used in online communication and is able to apply online video materials appropriately.
2. Has knowledge of the principles of building relations with the internal and external environment of the institution using social media.
3. Knows how to organise the work of a public relations unit in an organisation and how to use digital media.
4. Is aware of the importance of open and honest communication for the success of people and institutions.
5. Is prepared to work in a PR department and use online communication tools.

in terms of social competences:

1. Understands the importance of public relations for the effective management of an organisation on the Internet.

2. Is familiar with the instruments of public relations and media relations used in online communication and is able to apply online video materials appropriately.
3. Has knowledge of the principles of building relations with the internal and external environment of the institution using social media.
4. Knows how to organise the work of a public relations unit in an organisation and how to use digital media.
5. Is able to react in crisis situations and apply optimal exit strategies for the situation.
6. Is aware of the importance of open and honest communication for the success of people and institutions.
7. Is prepared to work in a PR department and use online communication tools.

Course learning content:

The place of public relations in marketing; the essence of public relations and the importance of the new media in social communication.

Public relations and related concepts.

A baseline study on organization.

Planning of PR activities and the use of internet communication tools.

E-public relations instruments, including the use of social media.

Cooperation with the media using digital media.

Social media in internal PR communication.

Preventive and crisis PR on the web.

Methods for analysing the effectiveness of online PR activities.

Course name: **Control and Audit**

On successful completion of this course, a student in terms of knowledge:

1. Knows and understands different methods of analyzing an organization's situation, forecasting possible threats and planning its strategic development.
2. Knows and understands the methodology of performance of tasks, norms, procedures and good practices applied in business and political organizations focused on innovative solutions to complex problems in unusual situations.
3. Is able to use theoretical knowledge to describe and analyze the causes and course of processes and phenomena in the business environment and formulates own opinions and critically selects data and methods of analysis.
4. Is able to effectively use normative systems (legal, professional, ethical) in order to solve specific problems in public life and business organization.
5. Is ready to indicate the method and methods of realization of a task determined by himself or herself or other tasks in the process of managing a company or a political institution.

in terms of skills:

1. Knows and understands different methods of analyzing an organization's situation, forecasting possible threats and planning its strategic development.
2. Knows and understands the methodology of performance of tasks, norms, procedures and good practices applied in business and political organizations focused on innovative solutions to complex problems in unusual situations.
3. Is ready to indicate the method and methods of realization of a task determined by himself or herself or other tasks in the process of managing a company or a political institution.
4. Is ready to act ethically and professionally, has the ability to actively promote such attitudes.

in terms of social competences:

1. Is ready to act ethically and professionally, has the ability to actively promote such attitudes.

Course learning content:

Introduction to the concept of audit and control in the public and private sectors

Legal system and official control and audit documentation in the public and private sectors

Types and forms of control, supervision and audit in the public and private sectors

The course of control, audit and supervisory processes – formal and practical aspects

The place and role of the internal auditor in the organizational structure of the public administration unit and in the company. Code of professional ethics

Analysis of selected examples of control, supervisory and audit activities

Control, audit and supervision as tools to support the day-to-day and strategic management of the unit

Course name: **Budget Planning and Implementation**

On successful completion of this course, a student

in terms of knowledge:

1. Is familiar with the basic principles of budget creation and implementation at the state and local level.
2. Has knowledge of budgetary expenditure and revenue with its classification division.
3. Is able to use the concepts of public finance – budget design and execution – in an efficient manner.
4. Understands that sound budgeting is a prerequisite for the success of many public and private projects.

in terms of skills:

1. Is familiar with the basic principles of budget creation and implementation at the state and local level.
2. Has knowledge of budgetary expenditure and revenue with its classification division.
3. Is able to use the concepts of public finance – budget design and execution – in an efficient manner.
4. Can calculate the budget deficit, the scale of the debt.
5. Is aware of the importance of public finances.
6. Understands that sound budgeting is a prerequisite for the success of many public and private projects.

in terms of social competences:

1. Can calculate the budget deficit, the scale of the debt.
2. Is aware of the importance of public finances.
3. Understands that sound budgeting is a prerequisite for the success of many public and private projects.

Course learning content:

Public finances – general issues.

State budget – concept, functions, classification, budgetary principles.

Principal revenue of the state budget.

Tax policy models.

Basic expenditure of the state budget.

Budgetary balance.

Control of revenue and expenditure of the state budget.

Public finances at a local level.

Course name: **Tools and Methods of E-commerce**

On successful completion of this course, students

in terms of knowledge:

1. Discuss challenges related to digital transformation and innovation in entrepreneurial practice.
2. Use new media as a tool of communication, marketing and advertising of small and medium-sized company.
3. Use online marketing and advertising tools, such as search engine optimization and different forms of paid advertising platforms.
4. Understand the differences and relative advantages of variety of e-commerce platforms and online payment systems for the purposes of digital company.
5. Conform to legal norms regulating digital entrepreneurship, including laws on data protection, consumer rights, and copyrights.
6. Understand the challenges of cybersecurity in entrepreneurial context.
7. Use social media in marketing and advertising campaigns.
8. Use digital tools in the management of various aspects of entrepreneurial practice, including human resource management.
9. Apply different techniques of creative thinking to further business goals of a digital company.
10. Understand the entrepreneurial challenges related to blockchain-based technologies and cryptocurrencies.

in terms of skills:

1. Discuss challenges related to digital transformation and innovation in entrepreneurial practice.
2. Develop and maintain managerial predispositions and competences appropriate to digital environment
3. Prepare an outline of a business strategy for a company operating within digital environment.
4. Use social media in marketing and advertising campaigns.
5. Use digital tools in the management of various aspects of entrepreneurial practice, including human resource management.
6. Apply different techniques of creative thinking to further business goals of a digital company.

in terms of social competences:

1. Discuss challenges related to digital transformation and innovation in entrepreneurial practice.

2. Develop and maintain managerial predispositions and competences appropriate to digital environment
3. Prepare an outline of a business strategy for a company operating within digital environment.
4. Use new media as a tool of communication, marketing and advertising of small and medium-sized company.
5. Use online marketing and advertising tools, such as search engine optimization and different forms of paid advertising platforms.
6. Use social media in marketing and advertising campaigns.
7. Use digital tools in the management of various aspects of entrepreneurial practice, including human resource management.
8. Apply different techniques of creative thinking to further business goals of a digital company.

Course learning content:

Challenges of digital transformations.
Develop and maintain managerial predispositions and competences appropriate to digital environment.
Corporate strategies in digital entrepreneurship.
Digital tools for human resource management.
New media in digital entrepreneurship and communication.
Digital marketing and advertising.
Social media in digital marketing and advertising.
E-commerce and payment platforms.
Blockchain and cryptocurrencies.
Data protection standards and regulations.
Cybersecurity in entrepreneurship.
Legal aspects of digital entrepreneurship.

Course name: **Crisis Management in Public Sector**

On successful completion of this course, a student in terms of knowledge:

1. is able to correctly describe the problems and challenges faced by the state administration during crisis situations
2. acquires knowledge about the conditions and specificity of crisis management in the public sector
3. acquires knowledge about the influence of political systems on crisis management in the public sector.

in terms of skills:

1. gains the ability to understand what is crisis management in the public sector
2. acquires the ability to search and analyze information on crisis management in the public sector.
3. acquires the ability to prepare speeches in English on crisis management in the public sector.

in terms of social competences:

1. is prepared to work in the public sector. He has basic skills that allow him to make the right decisions during crisis situations

Course learning content:

Theoretical introduction to the classes (explanation of terms: public sector, crisis situation, crisis management, legal foundations of crisis management in the public sector).
Non-military threats that may cause a crisis situation
Crisis management phases.
Crisis management at individual levels of public administration
Crisis management in the public sector (on the example of Poland).
Planning in crisis management in the public sector.
The functions of the media in crisis management.
Principles of communication in crisis situations.
Preparation of public appearances regarding crisis management in the public sector.

Course name: **Smart City**

On successful completion of this course, a student in terms of knowledge:

1. Has in-depth knowledge of selected methods and tools of description, analysis and evaluation, including data collection techniques and the techniques of modelling of Smart City policy, and identifying the regularities underlying them.
2. Has in-depth knowledge of the (legal, organisational, professional, moral and ethical) rules which regulate the activities of participants in Smart City policy and the relations between them, is aware of

the regularities governing such relations and of their sources and character, as well as how to change them.

in terms of skills:

1. Can select and use appropriate methods and tools, including new technologies, to define and perform simple tasks related to the functioning of the Smart City (and smart city policy).
2. is able to predict and model complex processes in Smart City policy including phenomena from different areas of social life, applying advanced methods and tools of political science, economics and other academic disciplines.

in terms of social competences:

1. Can independently and critically complement knowledge and broaden skills and competences, using the achievements of the many disciplines dealing with Smart City policy.

Course learning content:

Introduction to studies on the city and social space.

Space, social space and urban space.

Innovation policy.

Transport policy.

Waste management.

Energy management.

Security policy: risk of criminal delinquency.

Security policy: risk of terror attacks.

Course name: **Strategic Development Planning**

On successful completion of this course, a student

in terms of knowledge:

1. Defines strategic planning and describes its essence
2. Describes the importance of human resources management in the process of strategic development planning.
3. Explains the stages of strategic planning.
4. Diagnoses the potential and problems of the organization, sets directions and strategic development goals.
5. Creates a timetable for the work on the strategy
6. Identifies and analyses the role of employees and stakeholders in the strategic planning process.
7. Identifies the importance of IT tools in strategic planning.

in terms of skills:

1. Defines strategic planning and describes its essence
2. Identifies the stages of strategic planning.
3. Distinguishes strategic planning methods.
4. Identifies the types of development strategies.
5. Distinguishes between methods of strategic analysis.
6. Explains the principles for the formulation of visions, missions and strategic objectives.
7. Describes the importance of human resources management in the process of strategic development planning.
8. Explains the stages of strategic planning.
9. Diagnoses the potential and problems of the organization, sets directions and strategic development goals.
10. Creates a timetable for the work on the strategy.
11. Evaluates assumptions and strategic objectives.
12. Prepares the process of strategic development planning.
13. Identifies the importance of IT tools in strategic planning.
14. Takes up teamwork roles.
15. Identifies the priorities for the implementation of the specific task.

in terms of social competences:

1. Identifies the types of development strategies.
2. Distinguishes between methods of strategic analysis.
3. Describes the importance of human resources management in the process of strategic development planning.
4. Diagnoses the potential and problems of the organization, sets directions and strategic development goals.
5. Creates a timetable for the work on the strategy.
6. Identifies and analyses the role of employees and stakeholders in the strategic planning process.

7. Evaluates assumptions and strategic objectives.
8. Prepares the process of strategic development planning.
9. Takes up teamwork roles.
10. Identifies the priorities for the implementation of the specific task.

Course learning content:

The essence of strategic planning: definitions of strategic planning, strategic planning and the functions and needs of the organization, strategic planning methods, advantages and disadvantages of strategic planning.

Strategic planning stages: the stage of strategic analysis, the stage of planning the development strategy, the stage of implementation of the strategy.

Strategic analysis: the objectives and scope of the strategic analysis, methods of strategic analysis.

Mission, vision and strategic development objectives: mission and vision of the organization, strategic directions of development, formulation of strategic development goals, the timetable for implementing the strategy.

Monitoring and evaluation of the implementation of the development strategy: the methods of monitoring the implementation of the strategy, indicators for measuring the achievement of objectives and actions, evaluation of the objectives and actions achieved.

The role of employees and stakeholders in the strategic planning process: team working methods, decision making.

Organization of the strategic development planning process.

Information technologies in the strategic planning process.

Course name: **Political Campaigning**

On successful completion of this course, students in terms of knowledge:

1. Know the history of election campaigns – their stages and evolutions.
2. Know the types of political image. Can classify the political image.
3. Know the important role of media and new technologies in political campaigns.
4. Know and understand legal and ethical principles of electoral campaigning.

in terms of skills:

1. Know how to carry out market segmentation, targeting and positioning in political campaigns.
2. Know the types of political image. Can classify the political image.
3. Know the principles of conducting and organising election debates. Conducts an election debate.
4. Plan and conduct an election campaign in a project group.
5. Know the important role of media and new technologies in political campaigns.
6. Know and understand legal and ethical principles of electoral campaigning.

in terms of social competences:

1. Know the principles of conducting and organising election debates. Conducts an election debate.
2. Plan and conduct an election campaign in a project group.
3. Know the important role of media and new technologies in political campaigns.
4. Know and understand legal and ethical principles of electoral campaigning.

Course learning content:

Introduction to history of political campaigns. Defining basic terms.

Analysis of the electoral market.

Segmentation, targeting and positioning of electoral market.

The role of political image.

Principles and organisation of election debates.

Using the IT method and new technologies in planning strategic activities of the campaigns.

Simulation of running an election campaigns.

Analysis of legislation on electoral campaigns.

Course name: **French A2**

On successful completion of this course, a student

in terms of knowledge:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.

4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to describe different situations, make a comparison of text in English and French selecting the adequate terminology.

in terms of skills:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to describe different situations, make a comparison of text in English and French selecting the adequate terminology.
7. works in a group.

in terms of social competences:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, administration, media, and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in French using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in French.
6. is able to make the right information selection for prepare a summary.

Course learning content:

Getting to know concepts and terminology from various areas of life, in particular in the field of politics, law, administration, media and communication (and their practical application in speech, writing and translating).

Reading and comprehension of French texts, including texts related to politics, law, administration, media and communication.

Developing the ability to communicate freely in contacts, including professional communication, using various communication techniques and professional terminology.

Rules for writing and translating consistent and logical texts in French, including texts related to the politics, law, administration, media and communication, including aspects formal, stylistic and professional terminology.

Preparation of presentations in French, including presentations in the field of European law; discussion of the structure of the presentation and its verbal and non verbal elements.

Translating the analyzed materials in oral and written form.

Conducting and participating in group work.

Course name: **Cyber Security in Organizations**

On successful completion of this course, students

in terms of knowledge:

1. Assess the scope of cybersecurity as an element that determines not only contemporary security of states and institutions but also business space and everyday life.
2. Identify the main threats in the cyber domain, referring to the critical tools used by state and non-state entities, such as malware, including spyware, adware, phishing, rootkit, Trojan horse, ransomware, etc.
3. Present the good practices that should characterize his activities in the cyber domain, both in terms of professional activity and everyday life.
4. Present the main technological trends in terms of the specificity of the development of the cyber domain, primarily in terms of outlining future cybersecurity challenges.
5. Assess the role of state entities in terms of cybersecurity issues, referring both to attacks by state entities (cyber espionage, cyber-attacks, cyber warfare, etc.) and actions aimed at ensuring security (legal, institutional, practical side).

6. Assess the role of non-state actors in cybersecurity issues, referring to the problems of private cybersecurity services, computer forensics, penetration testing, white and black hat issues, cyberterrorism, etc.

in terms of skills:

1. Assess the scope of cybersecurity as an element that determines not only contemporary security of states and institutions but also business space and everyday life.
2. Identify the main threats in the cyber domain, referring to the critical tools used by state and non-state entities, such as malware, including spyware, adware, phishing, rootkit, Trojan horse, ransomware, etc.
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6. Assess the role of non-state actors in cybersecurity issues, referring to the problems of private cybersecurity services, computer forensics, penetration testing, white and black hat issues, cyberterrorism, etc.

in terms of social competences:

1. Identify the main threats in the cyber domain, referring to the critical tools used by state and non-state entities, such as malware, including spyware, adware, phishing, rootkit, Trojan horse, ransomware, etc.
2. Present the main technological trends in terms of the specificity of the development of the cyber domain, primarily in terms of outlining future cybersecurity challenges.

Course learning content:

Introduction to cybersecurity and evaluation of the development of the cyber domain in the world.

Basic forms of threats in cyberspace.

Good practices in the field of cybersecurity.

Contemporary cyber-attacks on the whole country, that is the case of Estonia.

Cyberwar – myth or reality.

The American-Chinese clash of technologies as a determinant of modern cybersecurity.

State and non-state cyber espionage.

Hackers in the vanguard of cybersecurity.

Is there an AI revolution in cybersecurity?

Social media on the cyber front.

"Dictatorship" of corporations and modern cybersecurity.

The Wikileaks effect and Edward Snowden in the discussion of cybersecurity.

Course name: **E-government**

On successful completion of this course, students

in terms of knowledge:

1. Skillfully diagnose basic challenges related to the use of ICT in public administration and the development of e-services.
2. Describe concepts such as: e-government, digital state, and e-democracy.
3. Understand the functioning of the Internet and the use of ICT in e-government.
4. Indicate the legal framework for the functioning of e-government in Poland and its current level of development compared to other EU countries.
5. Obtain information as part of access to public information.
6. Predict the potential effects resulting from the development of modern technologies, and to formulate an opinion about the resulting opportunities and threats.

in terms of skills:

1. Skillfully diagnose basic challenges related to the use of ICT in public administration and the development of e-services.
2. Describe concepts such as: e-government, digital state, and e-democracy.
3. Understand the functioning of the Internet and the use of ICT in e-government.
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6. Predict the potential effects resulting from the development of modern technologies, and to formulate an opinion about the resulting opportunities and threats.

in terms of social competences:

1. Skillfully diagnose basic challenges related to the use of ICT in public administration and the development of e-services.
2. Understand the functioning of the Internet and the use of ICT in e-government.
3. Indicate the legal framework for the functioning of e-government in Poland and its current level of development compared to other EU countries.
4. Obtain information as part of access to public information.
5. Predict the potential effects resulting from the development of modern technologies, and to formulate an opinion about the resulting opportunities and threats.

Course learning content:

Introduction to course topics – the concept and essence of e-government, digital state and e-democracy.

The functioning of the Internet and information and communication technologies (ICT).

E-administration in Poland - legal basis and scope of operation.

E-services in the European Union countries.

Access to public information and the importance of watchdog organizations.

Technologies and civic participation – e-voting and crowdsourcing.

„Black Mirror” – projection of the future or science fiction? A few words about fake news and deep fake as a threat for democracy.

Course name: **Law of Digitalization**

On successful completion of this course, students

in terms of knowledge:

1. Recognize and describe basic theories of digitalization and its challenges for legal system and law protection.
2. Recognize and understand what legal regulations must be considered when protecting data and privacy in digital world and how to implement it in any organization.
3. Understand what is artificial intelligence and what is and will be its impact on law orders and enforcement of legal regulations as well possibilities of application of AI in organizations in a legally safe way.
4. Describe and understand the practical implications of civil law framework for artificial intelligence incl. penal liabilities.
5. Understand the impact and possibilities of digitalisation on the legal market and mainly how to use digitalised tools in a law firm.
6. Understand current state of digitalization in state institutions and their legal framework for example in the area of law enforcement.

in terms of skills:

1. Recognize and understand what legal regulations must be considered when protecting data and privacy in digital world and how to implement it in any organization.
2. Understand what is artificial intelligence and what is and will be its impact on law orders and enforcement of legal regulations as well possibilities of application of AI in organizations in a legally safe way.
3. Describe and understand the practical implications of civil law framework for artificial intelligence incl. penal liabilities.

in terms of social competences:

1. Describe and understand the practical implications of civil law framework for artificial intelligence incl. penal liabilities.
2. Understand the impact and possibilities of digitalisation on the legal market and mainly how to use digitalised tools in a law firm.
3. Understand current state of digitalization in state institutions and their legal framework for example in the area of law enforcement.

Course learning content:

Introduction to course topics, general introduction into digitalization, artificial intelligence their legal framework

Focus on data protection and privacy laws valid for organizations

Use of artificial intelligence in organizations within the legal framework

Main civil law aspects of digitalization incl. accountabilities in organizations

Impact and chances of digitalization in the legal market

Digitalization of law enforcement and state institutions, mainly legal framework for e-courts and e-governance.

Course name: **Socio-political Aspects of Technology**

On successful completion of this course, students in terms of knowledge:

1. Name and describe the main approaches towards studying society, science, technology and politics.
2. Apply theories and research methods in studying social and political contexts of technology.
3. Understand the way in which technologies are shaping and being shaped by political ideologies.
4. Understand and apply critical and feminist theories and concepts of technology.
5. Understand the technological challenges from the perspective of political philosophy.
6. Understand the relationship between technology and political power in the institutional context of modern state.
7. Research the challenges related to algorithmisation of social and political processes.
8. Understand and apply post-humanist and non-anthropocentric theories and concepts of technology.

in terms of skills:

1. Apply theories and research methods in studying social and political contexts of technology.
2. Apply methods and concepts of digital ethnography in the development of their own research projects.

in terms of social competences:

1. Apply theories and research methods in studying social and political contexts of technology.

Course learning content:

Society, science and technology studies – an introduction
Conceptualisations of science and technology within different theoretical approaches.
Critical and feminist perspectives towards technology.
Post-humanist and non-anthropocentric perspectives towards technology.
Research methods in studying society, politics and technology.
Researching political contexts of technological development.
Methods and concepts of digital ethnography.
Tracing algorithmisation of social and political processes.
Political philosophy and artificial intelligence.
Digital technologies and political ideologies.
Technology and political power.

Course name: **Information and Source Education**

On successful completion of this course, a student

in terms of knowledge:

1. knows common features and differences between the University's library and information system (University Library in Poznań, faculty libraries)
2. know rules and regulations for access to reading rooms and library loans (Lending Department), access to electronic content and AMU open digital projects
3. know types of information sources in libraries
4. know all services available in AMU libraries

in terms of skills:

1. uses his/her library account and all of its offered potential and options
2. makes searches and collect necessary material to be used during classes to fulfil the needs of individual courses of study as best as possible
3. uses all available information sources, both traditional and online, including the resources available for AMU students remotely and in open digital projects
4. makes up a bibliography of sources to his/her BA thesis properly, using appropriate reference management programs
5. makes the most of the services offered by the University's libraries (e.g. requesting or downloading copies for private use), without copyright infringements

in terms of social competences:

1. is able to conduct self-paced information and literature search and collect materials necessary for the most optimum use in individual study courses
2. is able to critically assess and evaluate sources of information
3. is able to make up a bibliography for BA thesis
4. is able to prevent plagiarism in his/her own work

Course learning content:

AMU library and information system:

- characteristics of common and disparate features of the University Library in Poznań and the faculty libraries
- basic rules for the use of the joint University library and information system
- rules and regulations for the use of library resources
- users' accounts and the advantages resulting from the offered options: remote registration, account characteristics, basic rules for book requesting, loan extensions, reservations, remote access to subscribed AMU research and scientific electronic content

Book search and requests of books, journals. Characteristics of library catalogues.

- AMU aggregated multi-search engine
- library online catalogue
- characteristics of the most important online catalogues in Poland, e.g. those of the National Library, KaRo Catalogue (catalogue of dispersed Polish libraries)

Student's research workshop:

- practical guidelines and tips on the search strategies in literature search: subject search, simple search, logical, and advanced searches in the online catalogue and in the AMU aggregated Multi-Search Engine, using the Boolean operators
- literature search for classes and diploma works in AMU remote research resources (open and subscribed databases, subject databases, e-journals, e-books, virtual libraries, and repositories)

Student's research workshop:

- traditional sources of literature: bibliographies, encyclopaedias, dictionaries, monographs
- bibliography: types, citations, rules for adding footnotes and endnotes, subject bibliographies
- automated reference management programs

Plagiarism: definition and consequences, examples of plagiarism, ways to prevent plagiarism

Course name: **German B1**

On successful completion of this course, a student in terms of knowledge:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in German.
6. is able to describe different situations, make a comparison of text in English and German selecting the adequate terminology.

in terms of skills:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.
4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in German.
6. is able to describe different situations, make a comparison of text in English and German selecting the adequate terminology.
7. works in a group.

in terms of social competences:

1. is able to explain and use appropriate vocabulary, including vocabulary from politics, communication and law.
2. understands the importance of the main themes in the message contained in complex texts.
3. is able to communicate in German using variety of communication techniques, also with specialists, using specialized language.

4. is able to write or translate consistent, logical, correct grammatically and spelling texts, including texts in the field of law, politics and media and communication including stylistic aspects and terminology.
5. is able to prepare a small oral presentation, e.g. a presentation in German.
6. is able to make the right information selection for prepare a summary.

Course learning content:

Getting to know concepts and terminology from various areas of life, in particular in the field of politics, law, administration, media and communication (and their practical application in speech, writing and translating).

Reading and comprehension of German texts, including texts related to politics, law, administration, media and communication.

Developing the ability to communicate freely in contacts, including professional communication, using various communication techniques and professional terminology.

Rules for writing and translating consistent and logical texts in German, including texts related to the politics, law, administration, media and communication, including aspects formal, stylistic and professional terminology.

Preparation of presentations in German, including presentations in the field of European law; discussion of the structure of the presentation and its verbal and non verbal elements.

Translating the analyzed materials in oral and written form.

Conducting and participating in group work.

Course name: **Political Parties**

On successful completion of this course, students

in terms of knowledge:

1. Think analytically about political parties and their behavior.
2. Define political parties and distinguish them from other political actors.
3. Analyze party political communication.
4. Analyze the main drivers of party behaviour.
5. Conduct systematic search of academic sources in the field of study of political parties.
6. Discuss issues related to public interest and public good in the open communication based on the power of arguments.

in terms of skills:

1. Think analytically about political parties and their behavior.
2. Define political parties and distinguish them from other political actors.
3. Analyze party political communication.
4. Analyze the main drivers of party behaviour.
5. Conduct systematic search of academic sources in the field of study of political parties.
6. Discuss issues related to public interest and public good in the open communication based on the power of arguments.

in terms of social competences:

1. Think analytically about political parties and their behavior.
2. Define political parties and distinguish them from other political actors.
3. Analyze party political communication.
4. Analyze the main drivers of party behaviour.
5. Conduct systematic search of academic sources in the field of study of political parties.
6. Discuss issues related to public interest and public good in the open communication based on the power of arguments.

Course learning content:

What is political party?

Parties and democracy.

Party systems.

The concept of political cleavages.

Party members and activists.

Campaigning.

Parties and policy making.

Ideologies and political parties – left wing.

Ideologies and political parties – right wing.

Populism and political parties.

Euroscepticism and political parties.

Movement parties.

Religion and political parties.

Parties in the era of social media.

Course name: **Democracy and State Politics**

**On successful completion of this course, students
in terms of knowledge:**

1. Identify theoretical concepts of democracy and democratic institutions.
2. Recognize and describe political institutions (legislative, executive and judicial) in certain countries.
3. Identify similarities and differences in the functioning of different institutions.

in terms of skills:

1. Examine the use of instruments of democracy, decision-making process, ect.
2. Analysing the environment of political systems in certain countries.
3. Express assessments on political systems and politics of certain countries.
4. Critically evaluate the state and local government and politics in various countries.

in terms of social competences:

1. Compare the political institutions and instruments in different countries.
2. Draw conclusions about different aspects of democracy, state government and politics in various countries.

Course learning content:

Course Overview: Studying Democracy and State Politics.

Democracy and its concepts.

The state – Definitions, Components, Environment, Law. Theoretical Introduction.

System of State and Local Institutions.

Unitary and Federal States.

Political Parties. Interest Groups.

Elections, and Representation.

Direct democracy.

State Government and Politics in Comparative Perspective.

Course name: **Selected Organization of Internship**

**On successful completion of this course, students
in terms of knowledge:**

1. Identify and define applied procedures, work organisation methods and tasks completion control used by the enterprise or organization where the internship was performed.

in terms of skills:

1. Identify and define applied procedures, work organisation methods and tasks completion control used by the enterprise or organization where the internship was performed.
2. Complete analytical (research) task within the scope of the governance of organizations.
3. Communicate with employees from various departments or organizations as well as social and professional backgrounds using tools of governance of organization.
4. Identify, diagnose and solve professional problems of organizations.
5. Work in and lead a team to complete the task of governance in organization.
6. Apply theoretical knowledge in practice.

in terms of social competences:

1. Identify and define applied procedures, work organisation methods and tasks completion control used by the enterprise or organization where the internship was performed.
2. Complete analytical (research) task within the scope of the governance of organizations.
3. Communicate with employees from various departments or organizations as well as social and professional backgrounds using tools of governance of organization.
4. Identify, diagnose and solve professional problems of organizations.
5. Work in and lead a team to complete the task of governance in organization.
6. Apply theoretical knowledge in practice.

Course learning content:

Institution presentation: objectives, structure, team.

Procedures in institutions: tools of governance in organization.

Challenges and problems of governance in organization.