#### CARD OF COURSE

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| Subject name | Business plan |

1. The placement of the subject in the study system

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| 1.1. Field of study | Management |
| 1.2. Form and path of study | Full-time/Part-time |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | - |
| 1.6. Subject Coordinator | Mgr Marek Świć |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Directional/Practical |
| 2.2. Number of ECTS | 1 |
| 2.3. Language of lectures | English |
| 2.4. Semesters in which the subject is taught | VI |
| 2.5.Criteria for selecting course participants | - |

1. Learning outcomes and course delivery
   1. Subject Objectives

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| No. | Subject Objectives |
|
| C1 | Presentation of the issues related to preparing a business plan in economic activity. |
| C2 | Indication of the need to prepare a business plan for a new investment in order to obtain funding/loan. |
| C3 | Students acquire practical skills in preparing a business plan. |
| C4 | Students acquire the ability to analyze the risk of undertaken business ventures. |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Description of subject  learning outcomes | Reference to  directional effects  learning (symbols) | Method of implementation (mark "X") | | | |
| ST | | NST | |
| Classes at the University | Activities on  the platform | Classes at the University | Activities on  the platform |
| After passing the course, the student knows and understands **the knowledge** | | | | | | |
| W1 | Knows the calculation methods used in preparing income and cost statements |  | X |  | X |  |
| W2 | Knows the general principles of preparing a business plan, including the financial aspects necessary to develop a business plan | X |  | X |  |
| After passing the course, the student is **able** to: | | | | | | |
| U1 | Is able to analyze collected data in the field of planning business ventures | Z1\_U01  Z1\_U05  Z1\_U09  Z1\_U17 | X |  | X |  |
| U2 | Is able to use IT tools when planning business ventures. | X |  | X |  |
| U3 | Is able to prepare an action plan for his/her own business venture | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** | | | | | | |
| K1 | Is able to think creatively when planning economic goals | Z1\_K04  Z1\_K05 | X |  | X |  |
| K2 | Is able to work in a team planning business ventures | X |  | X |  |

3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of ………………. | Other | **ECTS points** |
| **ST** |  |  | 15 |  |  |  |  |  |  | 1 |
| **NST** |  |  | 10 |  |  |  |  |  |  | 1 |

3.4. Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: PROJECT

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") | | | |
| ST | | NST | |
| **Classes at the University** | **Activities on  the platform** | **Classes at the University** | **Activities on  the platform** |
| 1. | General principles of preparing a business plan | W2 | X |  | X |  |
| 2. | Revenue forecast | W1 | X |  | X |  |
| 3. | Cost calculation | W1 | X |  | X |  |
| 4. | Profit and Loss Account Forecast | W2 | X |  | X |  |
| 5. | Balance sheet forecast | W2 | X |  | X |  |
| 6. | Investment efficiency calculation | W1 | X |  | X |  |
| 7. | Investment risk calculation | K1, K2 | X |  | X |  |
| 8. | Financial analysis of the project | U1, U2, U3 | X |  | X |  |
| 9. | IT tools helpful in preparing a business plan | U2 | X |  | X |  |
| 10. | Summary of classes and discussion of grades |  | X |  | X |  |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

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| --- | --- | --- | --- |
| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE | | | |
| W1-W2 | Project classes conducted at the University's headquarters preparing for independent creation of a project. Presentation, discussion with participants, practical examples, group work, preparation of a project. In addition, students participate in a managerial game - a business simulation.  The subject is carried out in cooperation with a technological partner using practical experience based on organizations operating on the market | Independently prepared project - the condition for passing is the preparation of a draft business plan for the selected project - 100% of the final mark.  In addition, students are required to participate in a management game – a business simulation (compulsory task, but without a grade) | Assessed project posted on the University platform |
| SKILLS | | | |
| U1-U3 | Project classes conducted at the University's headquarters preparing for independent creation of a project. Presentation, discussion with participants, practical examples, group work, preparation of a project. In addition, students participate in a managerial game - a business simulation.  The subject is being implemented  The subject is carried out in cooperation with a technological partner using practical experience based on organizations operating on the market | Independently prepared project - the condition for passing is the preparation of a draft business plan for the selected project - 100% of the final mark.  In addition, students are required to participate in a management game – a business simulation (compulsory task, but without a grade) | Assessed project posted on the University platform |
| SOCIAL COMPETENCES | | | |
| K1-K2 | Shaping social attitudes during group work necessary in the student's future work.  The subject is carried out in cooperation with a technological partner using practical experience based on organizations operating on the market. | Independently prepared project - the condition for passing is the preparation of a draft business plan for the selected project - 100% of the final mark.  (evaluation of the project that was created during classes as part of acquiring social competences). | Assessed project posted on the University platform |

3.6. Assessment criteria for the achieved learning outcomes

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| Learning effect | For a grade of 3 or "pass."  the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| IN | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| AT | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

**Basic**

* Lee A. Swanson, Business Plan Development Guide, Creative commons, 2017, on-line <https://phlconnect.ched.gov.ph/admin/uploads/add217938e07bb1fd8796e0315b88c10/Business-Plan-Development-Guide-1536087562.pdf>
* Mc Keever M.P., How to write a business Plan, 10th edition, Nolo Pr, 2011, on-line http://livre2.com/LIVREE/E1/E001026.pdf
* K. Opolski, K. Wiśniewski, Biznesplan. Jak go budować i analizować, CeDeWu, Warszawa 2024
* Tokarski A., Tokarski M., Wójcik J., Biznesplan w praktyce, CeDeWu, Warszawa, 2023

**Supplementary**

* Filar, J. Skrzypek, Biznes Plan, Poltext, Warszawa 2001
* Skrzypek J.T., Biznesplan : model najlepszych praktyk, Wydawnictwo Poltext, Warszawa, 2012

4. Student workload - ECTS points balance

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| --- | --- | --- |
| **Types of student activity** | **Student Load** | |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **15** | **10** |
| Classes included in the study plan | 15 | 10 |
| **Student's own work** | **10** | **15** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 5 | 7 |
| Preparation for passing classes | 5 | 8 |
| **TOTAL STUDENT HOURLY LOAD** | **25** | **25** |
| **Number of ECTS points** | **1** | **1** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |