

COURSE NAME: CONTROLLING IN LOGISTICS

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | III | YEAR | II |

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|----------------------|----------------|---------------------|----------------------------|-------------|
| HOURS | ALL: 45 | LECTURES: 15 | TUTORIALS: 30 | LAB: |
| OPTIONAL/CORE | CORE | | ECTS¹: 5 | |

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| RATIONALE | <p>Process controlling is a concept that only recently began to be considered by the Polish scientists and businessmen. Good practices coming from Western Europe especially Germany meant that the management of large and medium Polish enterprises are more and more interested in this system. The concept of controlling disclosed in the areas of logistics processes is of particular importance. Due to controlling systems developed by monitoring and measuring, managers in logistics can not only ensure the correctness of the subordinate processes, but also set up for their continuous improvement. Information support from the controllers accelerates and optimizes their decisions. Logistics graduates are required to learn the rules of controlling the operation of the system so that in future, they will be able to exploit its advantages and support their activity.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES:</p> <p>There are four key objectives of the course:</p> <ol style="list-style-type: none"> 1. Understanding the creation and functioning of the controlling system. 2. Using the tools of strategic and operational controlling in logistic processes. 3. Improving the process view at a company / supply chain. 4. Understanding the Activity Base Costing concept and its use for assessing the efficiency of logistics processes <p>LEARNING OUTCOMES:</p> |

¹ **European Credit Transfer and Accumulation System (ECTS)** is a standard for comparing the study attainment and performance of students of higher education across the European Union and other collaborating European countries. For successfully completed studies, ECTS credits are awarded. One academic year corresponds to 60 **ECTS-credits** that are equivalent to 1500–1800 hours of study in all countries irrespective of standard or qualification type and is used to facilitate transfer and progression throughout the Union.

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| | <p>A. Knowledge and understanding of:</p> <ol style="list-style-type: none"> 1. Rules for creating and controlling the system in the enterprise 2. The role and competences of the Controller 3. Systems of planning strategic and operational logistics activities 4. Principles of control mechanisms and monitoring 5. Systems to collect, store and share information 6. Principles of the creation of indicator systems and logistics measures 7. Rules for drawing Activity Base Costing 8. Principles of selecting and planning of logistics processes infrastructure <p>B. Intellectual skills</p> <ol style="list-style-type: none"> 1. Ability to inference based on logistic analysis 2. The ability to create scenarios of activities for the designated purposes 3. The ability to select the arguments in favor of adopted solutions 4. Ability to identify and assess the costs of logistic factors that shape them 5. The ability to select "good practices" to solve problems. <p>C. Practical skills</p> <ol style="list-style-type: none"> 1. Ability to identify bottlenecks in logistics processes and the preparation of remedial actions. 2. Carrying out measurements of efficiency and dexterity in selected logistics processes. 3. Creating processing cost accounting in terms of effectiveness of selected processes. 4. Mapping of logistics processes including identification of participants in the processes and their competence. 5. Prepare action plans divided into tasks, schedules, and required infrastructure. <p>D. Transferable skills</p> <ol style="list-style-type: none"> 1. Critical thinking ability 2. Good discussion ability 3. Capability to synthesise data and information needed in the controlling process 4. Ability to work as a team (group-work) |
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| Indicative content | | | | |
|---------------------------|---|----------------|-------------------------|--------------|
| | Subject | Content | Lecture/Tutorial | Hours |
| 1. | Controlling idea and its application in the enterprise. | | L | 1 |

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| | Controller – his/her role, powers, duties, position. | T | 2 |
| | | T | 2 |
| 2. | Strategic and operational controlling - the area of influence, tasks, tools, implementation | L | 1 |
| | | T | 2 |
| 3 | Process analysis of selected functional areas as a primary area of controlling. Matrices of competence. Analysis of time. | L | 1 |
| | | T | 2 |
| 4 | Information needs of logistics managers. Guidelines for the creation of the Logistics Information System for controlling. | L | 1 |
| | | T | 2 |
| 5 | Identification of bottlenecks and critical points in logistics processes - methods of prevention and countermeasures. | L | 1 |
| | | T | 2 |
| 6 | Creating action plans and ensuring the correctness of their implementation. Indicator systems and logistics measures. | L | 1 |
| | | T | 2 |
| 7. | Measurement and evaluation of financial performance Creating budgets and control of their realization. | | |
| 8. | Activity Base Costing as a tool of cost analysis in process controlling. | L | 1 |
| | | T | 2 |

| ASSESSMENT DETAILS | |
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| <p>Assessment during tutorials (15 h) is conducted on a prepared case studies and other assignments.</p> <p>During tutorial classes, students receive partial points for each assignment performed. To pass student must achieve 50% of the points.</p> | |

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | A 1 | A 2 | A 3 | A 4 | A 5 | A 6 | A 7 | A 8 | B 1 | B 2 | B 3 | B 4 | B 5 | C 1 | C 2 | C 3 | C 4 | C 5 | D 1 | D 2 | D 3 | D 4 |
| Case studies | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | ✓ | | | | | ✓ | ✓ | ✓ | ✓ |
| Assignment | | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ |

COURSE NAME: CRISIS MANAGEMENT

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | IV | YEAR | II |

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|----------------------|----------------|---------------------|----------------------|---------------|
| HOURS | ALL: 30 | LECTURES: 15 | TUTORIALS: 15 | LAB: X |
| OPTIONAL/CORE | CORE | | ECTS: 4 | |

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| RATIONALE | <p>Companies now operate under conditions of high uncertainty and both economic and political risk. The ongoing processes of globalization have led to the diversification of supply sources and procuring raw materials from countries with different forms of governance. This forces companies operating even in countries with high stability to consider various emergency scenarios. In this context, managers are expected to have the ability to anticipate and manage emergencies in crisis conditions. Managers responsible for the flow of material and freight in the planning of future activities should also take into account the situations of natural disasters, which are often of significant importance for the efficient implementation of logistics processes.. Hence the inclusion of aspects of crisis management in the curriculum.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES:</p> <p>Learning basic knowledge about crisis</p> <p>Indication of selected aspects and mechanisms of using different means and forces to deal with different problem situations within the emergency response.</p> <p>Presentation of the essence, significance and principles of logistic operations in emergencies,</p> <p>Special undertaking of logistics tasks for the affected population.</p> <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and understanding of:</p> <ol style="list-style-type: none"> 1. Problems and causes of crisis situations; 2. Understanding of the nature and importance of logistics support in crisis situations; 3. Identification of logistics determinants in crisis situations; 4. Preparation for smooth operations in crisis situations and participation in the coordination of activities under these circumstances. <p>B. Intellectual Skills</p> |

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| | <ol style="list-style-type: none"> 1. The ability to have global view on the crisis situation 2. Effective cooperation within the group in order to make common decisions 3. The ability of independent decisions <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. The ability to respond in emergency situations in many contexts: the economic co-operation with central and local administration, together with transport, logistics and freight forwarding industry, data communications, the threat of terrorism, etc. 2. The ability to analyze and explain practical crisis management problems 3. The ability to foreseen crisis situations. <p>D. Transferable Skills</p> <ol style="list-style-type: none"> 1. The ability to work in groups 2. The ability to look holistically at a process 3. The ability of critical thinking 4. The ability to make quick decisions in difficult situations |
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| | Content | Lecture/Tutorial | Hours |
|-----------|---|-------------------------|--------------|
| 1. | 1. Essence, forms and manifestations of crisis. | L | 1 |
| | 2. Crisis situations. | T | 2 |
| 2. | 1. Sources of threats and crisis situations | L | 1 |
| | 2. People's behaviour in crisis situation. | T | 2 |
| 3. | 1. Forms of activities in crisis situations | L | 1 |
| | 2. Principle of efficient activities in crisis situation. | T | 2 |
| 4. | 1. Plans of anti-crisis response | L | 1 |
| | 2. Evaluation of usefulness of managing style in threat situations. | T | 2 |
| 5. | 1. Structure and co-ordination of activities in crisis conditions. | L | 1 |
| | 2. Time analysis, description of crisis situation examples. | T | 2 |
| 6. | 1. Centres of emergency response. Delegation of tasks. | L | 1 |
| | 2. Logistics aspects of crisis situations. | T | 1 |
| 7. | 1. The mode and procedures for decision making in crisis. | L | 1 |
| | 2. Providing guidance for operational and tactical decision-makers | | |

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| | 3. The concept of organizing logistics support for the affected population. | T | 1 |
| 8. | 1. Power and responsibilities in crisis situations. Authority and accountability in crisis situations. | L | 1 |
| | 2. Means and procedures of planning and organizing of logistics support in threat areas. Performance appraisal and development | T | 1 |
| 9. | 1. The role and tasks of Civil Defense in the security system. | L | 1 |
| | 2. Personal benefits and in kind benefits during realization of logistics tasks in crisis situations. | T | 1 |
| 10. | 1. The use of military sub-units (troops) in crisis situations | L | 1 |
| | 2. The characteristics of logistics management in crisis situations. | T | 1 |
| 11. | Human behaviour in crisis situations. Motivation and leadership in crisis situations. | L | 1 |
| 12. | System of communication and circulation of information about the tasks in crisis situations. | L | 1 |
| 13. | Logistic tasks in crisis situations. Delegation of tasks. | L | 1 |
| 14. | Logistics potential used in crisis situations. | L | 1 |
| 15. | Organization of securing the population in crisis situations. | L | 1 |

ASSESSMENT DETAILS

Lecture – written examination – pass mark: 3,0
 Lab – Project assessment – pass mark: 3,0.
 Final mark: the average from the lecture and lab assessment.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | A4 | B1 | B2 | B3 | C1 | C2 | C3 | D1 | D2 | D3 | D4 |
| Exam | ✓ | ✓ | ✓ | ✓ | | | | ✓ | ✓ | ✓ | | | ✓ | ✓ |
| Project | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

COURSE NAME: DIPLOMA SEMINAR I/II

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | III/IV | YEAR | II |

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|----------------------|-------------------|--------------------|--------------------|-------------------|
| HOURS | ALL: 20/20 | LECTURES: X | TUTORIALS:X | LAB: 20/20 |
| OPTIONAL/CORE | CORE | | ECTS: 3 | |

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| RATIONALE | <p>Allowing students to present and discuss the group's successive steps in the implementation of the thesis. Acquisition of writing skills and presentation of research results.</p> |
| AIMS AND LEARNING OUTCOMES | <p>AIMS:</p> <p>There are four key objectives of the course:</p> <ol style="list-style-type: none"> 1. To prepare a good topic for the final dissertation 2. To find sources for the dissertation 3. To make a detailed structure <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and Understanding of</p> <ol style="list-style-type: none"> 1. Ability o formulate a problem, solving it using successive steps metod; 2. Ability to formulate hypothesis for dissertation. <p>B. Intellectual Skills</p> <ol style="list-style-type: none"> 1. Ability to hold discussion in a group, 2. Ability to draw meaningful conclusions, 3. Ability to make constructive criticisms. <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. Knowing the rules of writing scientific texts, structure of thesis, principles of creating and editing texts. 2. The ability to use thematic literature. 3. Synthesis of gained information, 4. Using Internet sources, 5. Proper referencing and quoting. |

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| Indicative content |
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| | Subject | Content | Lab | Hours |
|-----------|----------------|--|------------|--------------|
| 1. | | <p>In seminar I and II students select dissertation titles, define the scope and construct writing schedule.</p> <hr/> <p>In the second stage, students present the partial results of the discussion and carry out their analysis of the literature and research gathered information.</p> <hr/> <p>The third seminar is devoted to presentations and critical discussion of final results of dissertation which purpose is to assist in preparing the final version of the dissertation.</p> | | |

| ASSESSMENT DETAILS |
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| <p>Lecture – written examination – pass mark: 3,0 Lab – Project assessment – pass mark: 3,0. Final mark: the average from the lecture and lab assessment.</p> |

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | B1 | B2 | B3 | C1 | C2 | C3 | C4 | C5 |
| Exam | | | ✓ | ✓ | ✓ | | | | | ✓ |
| Project | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

COURSE NAME: EUROPEAN UNION ECONOMY LAW

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | III | YEAR | II |

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| HOURS | ALL: 30 | LECTURES: 15 | TUTORIALS:15 | LAB: |
| OPTIONAL/CORE | ECTS: 4 | | | |

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| RATIONALE | <p>Enterprises operating in our country must take into account not only the national legislation but also the one resulting from European directives. In particular, agreements relating to the material and freight movements in a globalizing world needs to consider aspects of the European law. Knowledge of these issues is therefore necessary for professionals who will be responsible for the creation and implementation of international agreements.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES:</p> <p>This course has fundamental objectives as follows:</p> <ul style="list-style-type: none"> • To acquaint students with the basic laws in force in the EU • Ability to analyze and evaluate international contracts and agreements. • Preparing students in legal terms for conducting business activities in an integrated European market • To acquaint students with the legal mechanisms functioning in the economic sphere, the legal regulation of economic activities, the normative consequences of the choice of specific organizational structures, the system of legal requirements in relation to business, the basic principles of marketing, the possibilities of external financing of economic activity, legal guarantees of entrepreneurs' rights and obligations in business activity carried out in various forms of organizational and legal mechanisms, as well as closing down a business. <p>LEARNING OUTCOMES</p> <p>A. Knowledge and Understanding of</p> <ol style="list-style-type: none"> 1. Fundamental elements of the substantive law of the European community 2. The issues related to the European economic integration 3. Legal merits of the fundamental freedom rights of the internal |

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| | <p>market</p> <ol style="list-style-type: none"> 4. Legal conditions of the European economic integration, 5. The ability to search and analyze legal acts on the internet network and the protection of free competition rules <p>B. Intellectual Skills Intellectual Skills</p> <ol style="list-style-type: none"> 1. The ability of managing independent research and learning activities. 2. Independent way of thinking Independent way of thinking 3. The ability of comparison of law from the national and EU countries. <p>C. Practical Skills Practical Skills</p> <ol style="list-style-type: none"> 1. Formulating an international agreement 2. The ability to use the Community treaties and secondary legislation in the sphere of united Europe's economy, 3. The ability to interpret EU directives 4. The ability to search and find information 5. The ability to search and find key information on EU legislation <p>D. Transferable Skills Transferable Skills</p> <ol style="list-style-type: none"> 1. The ability to hold free discussion and group work 2. The ability to read legal texts 3. The ability to find core information in a comprehensive legal text. |
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| Indicative content | | | |
|---------------------------|--|-------------|--------------|
| LP. | Subject/Content | Form | Hours |
| 1 | The objectives and regulations of the European Community. | L | 1 |
| 2 | The concept of the importance and distribution of the fundamental freedom rights of the internal market. | T | 1 |
| 3 | Free movement of industrial goods – the concept and scope. | L | 1 |
| 4 | Treaty prohibitions on free movement of goods, exceptions, common standards and technical standards. | T | 1 |
| 5 | Free movement of agricultural commodities. The concept of an agricultural commodity. The objectives of the Common Agricultural Policy. | L | 1 |

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| 6 | Principles of Common Agricultural Policy. Common organization of agricultural markets. | T | 1 |
| 7 | Poland vs the Common Agricultural Policy. | L | 1 |
| 8 | The instruments of the Common Agricultural Policy | T | 1 |
| 9 | Free workforce flow. The subjective and objective scope. Exceptions. | L | 1 |
| 10 | Community labor market. Prohibition of discrimination. | T | 1 |
| 11 | European Citizenship-political-legal aspect. | L | 1 |
| 12 | The rights of the EU citizens. | T | 1 |
| 13 | Freedom of business activity. Relationship with other Community liberties. Influence of NGO's | L | 1 |
| 14 | Freedom of establishment in the EU. The subjective and objective scope. Prohibition of discrimination. Exceptions. | T | 1 |
| 15 | Protection of competition in the EU. Objectives, measures, property bodies, approach to national cartel law, exceptions to the principle of market economy. | L | 1 |
| 16 | Protection of competition. Prohibition of cartel arrangements. Prohibition of abusing the dominant market position. | T | 1 |
| 17 | Protection of competition. Mergers control. Aid provided by the state. | L | 1 |
| 18 | Procedural law of competition protection - the types of proceedings. | T | 1 |
| 19 | Free movement of services. Relationship with other Community liberty. | L | 1 |
| 20 | Free movement of services. Scope, subject matter. Prohibition of discrimination. Exceptions. | T | 1 |
| 21 | Free movement of capital and payments. Relationship with other Community liberty. | L | 1 |
| 22 | Free movement of capital and payments. Scope, subject matter. Prohibition of discrimination. Exceptions. | T | 1 |
| 23 | Economic and Monetary Union. EMU objectives, opportunities and threats. | L | 1 |
| 24 | Economic and Monetary Union The phases of evolution. EMU institutions. | T | 1 |
| 25 | European Labour Law. | L | 1 |
| 26 | European Labour Law. Restructuring, work time, legal protection. | T | 1 |
| 27 | Transport policy. Basic concepts. Transeuropean networks. | L | 1 |
| 28 | Common transport policy. Primary and derivative law. | T | 1 |
| 29 | Community Customs Law. Basic Concepts. | L | 1 |
| 30 | Community Customs Law – derivative law. | T | 1 |

| ASSESSMENT DETAILS |
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| Lecture – written examination – pass mark: 3,0 Lab – Project assessment – pass mark: 3,0. Tutorials – Coloquium. Final mark – final examination. |

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | A4 | A5 | B1 | B2 | B3 | C1 | C2 | C3 | C4 | C5 | D1 | D2 | D3 |
| Exam | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | | |
| Project | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Coloquium | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | | | | | |

COURSE NAME: FOREIGN LANGUAGE IN LOGISTICS - ENGLISH

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | I | YEAR | i |

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|----------------------|----------------|--------------------|---------------------|----------------|
| HOURS | ALL: 60 | LECTURES: X | TUTORIALS: X | LAB: 60 |
| OPTIONAL/CORE | CORE | | ECTS: 5 | |

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| RATIONALE | <p>All people involved in logistics need the ability to communicate outside of the own country. Especially in the modern economy it is impossible to manage a company or an element of the logistic process without contacting partners from other countries. It is crucial to have a good language skill, especially logistics requires a greater vocabulary than provided at the basic foreign language level.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES:</p> <p>There are three objectives of the course:</p> <ol style="list-style-type: none"> 1. To teach vocabulary connected with logistics 2. To read (and analyze/understand) specialized text. 3. To fill in logistical documents (e.g. waybill, bill of lading) <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and Understanding of</p> <ol style="list-style-type: none"> 1. specialized texts 2. Logistics vocabulary <p>B. Intellectual Skills</p> <ol style="list-style-type: none"> 1. Understanding key information from the documents written in English. 2. Ability to describe missing word using other words. <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. Ability to fill in logistics documents in English. 2. Understanding of instructions in English. |

| | Content | Lecture/Tutorial | Hours |
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| 1. | Vocabulary related to transport documents: delivery note, waybill, bill of lading | Lab | 5 |
| | Filling in waybill, bill of lading, delivery note. | Lab | 5 |
| 2. | Vocabulary related to customs procedures. | Lab | 4 |
| | Filling in customs declaration | Lab | 4 |
| 3. | Overview of abbreviations and acronyms used in logistics and freight forwarding; identification of measurements, scales and units used in transportation. | Lab | 4 |
| | Types and names of containers and wagons | Lab | 4 |
| 4. | Vocabulary related to insurance of goods. | Lab | 4 |
| | Filling in exemplary insurance policy. | Lab | 4 |
| 5. | Vocabulary related to charges for the carriage of goods and freight. | Lab | 4 |
| | Filling in an invoice, letter of credit, docks voucher. | Lab | 4 |
| 6. | Vocabulary related to practical management of supply quality. | Lab | 4 |
| | Trade forms: incoterms2000 | Lab | 4 |
| | Vocabulary related to transport documents: routed bill, waybill, bill of lading | Lab | 4 |
| 7. | Filling in waybill, bill of lading, routed bill. . | Lab | 4 |

ASSESSMENT DETAILS

Test: pass mark: 51%

Do egzaminu dopuszczeni studenci, którzy wykonali połowę zadań.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | |
|-----------------------|-------------------|----|----|----|----|----|
| | A1 | A2 | B1 | B2 | C1 | C2 |
| Exam | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Assignments | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

COURSE NAME: INSURANCES IN LOGISTICS

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | IV | YEAR | II |

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|----------------------|----------------|---------------------|----------------------|----------------|
| HOURS | ALL: 60 | LECTURES: 30 | TUTORIALS: 15 | LAB: 15 |
| OPTIONAL/CORE | CORE | | ECTS: 5 | |

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| RATIONALE | <p>Companies due to the nature and uncertainty of current market conditions are bound to anticipate the possible risks that are associated with their business processes. The analysis of potential risks allows the company to insure themselves against future negative events that may affect the company results. Insurance contracts are of particular use in the logistics area, where the timeliness and quality of security of supply has the highest priority, and insurance against random events is of particular importance. The insurance of adequate physical infrastructure, ensuring the proper conduct of logistics processes is also of crucial importance. For this reason, the logistics manager must have the competencies to identify potential areas of insurance and to formulate the conditions of insurance contracts.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES: There are three key objectives of the course:</p> <ol style="list-style-type: none"> 1. Understanding of the importance of insurance contracts in the proper implementation of logistics processes 2. Acquiring knowledge of the insurance market with particular emphasis on insurance in logistics. 3. The acquisition of a decision-making power in selecting the appropriate type of insurance policy for a specific market situations and processes. <p>LEARNING OUTCOMES:</p> <p style="margin-left: 40px;">A. Knowledge and Understanding of</p> <ol style="list-style-type: none"> 1. The ability to assess an insurance contract 2. The ability to select proper insurance 3. The ability to negotiate prices with insurance companies. 4. The ability to assess risk |

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| | <p>B. Intellectual Skills</p> <ol style="list-style-type: none"> 1. The ability to select appropriate insurance to the appropriate transport activity 2. Effective choice of crucial elements in an insurance contract 3. The ability to fully understand the insurance contract <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. Knowledge of different types and kinds of insurance contracts 2. The ability to search additional information necessary to conclude an insurance contract 3. Capability to analyze, to interpret and to explain insurance contracts 4. The ability to conduct independent negotiations with insurance companies <p>D. Transferable Skills</p> <ol style="list-style-type: none"> 1. The ability of critical approach to the legal texts 2. Capability to identify trap point in legal texts 3. Capability to synthesize data and information. |
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| INDICATIVE CONTENT | | | |
|---------------------------|--|-------------------------------|--------------|
| | SUBJECT/CONTENT | LECTURE/TUTOR IUM/LABS | HOURS |
| 1 | Historical background of insurance. The importance of insurance in economic and private life. Features of insurance. Definitions of insurance. | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 2 | Characteristics of an insurance contract, elements which an insurance contract should contain. | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 3 | General terms and conditions of insurance - what elements should general terms and conditions of insurance contain? | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |

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| 4 | Division of Insurance. Types of responsibility. Parties in an insurance contract. | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 5 | Presentation of the concepts of random event, accident, insurance accident. | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 6 | Examples of random events, random accident, insurance accident that may occur in a logistics company. | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 7 | Presentation of concepts: the sum of insurance, over-insurance, under-insurance, total insurance premium, the period of insurance, types of insurance documents, ways of reporting damage, deadlines, insurance regression, communications, and statements. | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 8 | Analysis of general terms and conditions of insurance | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 9 | Comparison of different insurance companies in terms of communication insurance | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 10 | Analysis of general terms and conditions of property insurance | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 11 | Comparison of different insurance companies in terms of property insurance | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 12 | Analysis of general terms and conditions of financial insurance | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |

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| 13 | Preparation of insurance contracts - own project | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 14 | Analysis of general terms and conditions of insurance against accidents | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |
| 15 | Preparation of insurance contracts – own project | Lecture | 2 |
| | | Tutorial | |
| | | Lab | |

| ASSESSMENT DETAILS | |
|---|--|
| <p>Lecture – written examination – pass mark: 3,0 Lab – Project assessment – pass mark: 3,0. Final mark: the average from the lecture and lab assessment.</p> <p>Methods of teaching:</p> <p>Lectures illustrated with slides.</p> <p>Tutorials - analysis of general terms and conditions of various types of insurance.</p> <p>Laboratory - independent preparation of an insurance contract, taking into account the needs of business activity.</p> <p>Form of assessment</p> <p>Tutorials - colloquium</p> <p>Laboratory - the assessment of the contract, Final assessment of the subject - written exam</p> | |

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| | A1 | A2 | A3 | A4 | B1 | B2 | B3 | C1 | C2 | C3 | C4 | D1 | D2 | D3 | |
| Exam | | ✓ | | ✓ | ✓ | ✓ | | ✓ | | | | ✓ | ✓ | ✓ | |

| | | | | | | | | | | | | | | |
|------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Assignment | ✓ | ✓ | ✓ | | | | ✓ | | ✓ | ✓ | ✓ | | | ✓ |
| Coloquium | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ |

COURSE NAME: INTERNATIONAL LOGISTICS

| | |
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| ACADEMIC YEAR | 2011/2012 |
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|------------------|------------|--------------|-----------|
| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | III | YEAR | II |

| | | | | |
|----------------------|----------------|---------------------|---------------------|----------------|
| HOURS | ALL: 30 | LECTURES: 15 | TUTORIALS:15 | LAB: |
| OPTIONAL/CORE | | | | ECTS: 4 |

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|-----------------------------------|--|
| RATIONALE | <p>Logistics now is of international character. There are more and more enterprises operating on the global market, which made logistics flows not only related to supply within one country, but also between continents. This increases the demands for the organization of logistics processes and to providing adequate infrastructure. the requirements for logistics services to clients in the international market are constantly changing. Future logistics managers in the process of preparing for future responsibilities must therefore acquire knowledge in the creation and operation of supply chains on an international scale, so that in future they could operate in global systems.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES: There are three key objectives of the course:</p> <ol style="list-style-type: none"> 1) To acquaint students with the fundamental aspects of international logistics 2) Solving logistics problems with particular emphasis on the use of the concept of logistics in international trade 3) Evaluation of benefits arising from the implementation of logistics solutions in international trade and their impact on the company's competitive position in the global market <p>The course aims to acquaint students with the basic issues of international logistics and international aspects of logistics problems, with particular emphasis on the use of the concept of logistics in international trade by companies operating in the international market. As a result of participation in the classes the student should demonstrate the ability to assess the benefits of logistics concepts and their impact on the company's competitive position in the international market.</p> <p>LEARNING OUTCOMES:</p> <ol style="list-style-type: none"> 1. Understanding the essence of the international logistics in the context of modern logistics processes; 2. Identification of conditions for businesses operating on international markets; |

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| | <ol style="list-style-type: none"> 3. Characterization and differentiation of enterprises strategies; 4. Ability to find information needed to write an essay on a given topic; 5. Ability to search only the relevant information; 6. Effective cooperation within the group; 7. Speaking in the debate, arguing own beliefs; 8. Autonomous and independent perspective on aspects of international logistics and other related issues. |
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| Indicative Content | | | | |
|---------------------------|---|---|----------|----------|
| | Subject | Content | Form | Hours |
| 1. | International logistics, global | Issue 1. Concept and characteristics of international logistics. Issue 2. Concept and characteristics of global logistics Issue 3. Concept and characteristics of eurologistics Issue 4. Tendencies in development of international logistics. | L | 3 |
| 2. | Range of international logistics operations and their subject | Issue 1. Range of international logistics activities. International planning and policy Issue 2. Logistics operations in import and export Issue 3. Trade rules in international logistics | L | 3 |
| 3. | Eurologistics as a specific modification of international logistics | Issue 1. Development of eurologistics Issue 2. Development of euro-regions vs. eurologistics. Issue 3. UE transport policy vs. eurologistics | L | 2 |

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| 4. | Logistics entities participating in international logistics processes | Issue 1. Logistics entities participating in international logistics processes. Issue 2. International logistics vs. enterprise competition on international market. | L | 2 |
| 5. | Transport in global logistics chains. | Issue 1. International shipping Issue 2. National regulations and EU performance in international transport Issue 3. The impact of national policy, customs procedures Issue 4. Common and specialized international contracts and conventions connected with transport. (TIR, CIM, etc.) | L | 2 |
| 6. | Trade and shipping documents related to international transport | Issue 1. Trade and transport documents Issue 2. International logistics services market Issue 3. Contract of carriage of goods by rail, road, air, deep-sea and inland waterway | L | 2 |
| 7. | International logistics services and computerization in the international logistics | Issue 1. The essence of logistics in services and designing services in international logistics Issue 2. Computerization in international supply chains Issue 3. Improving supply chains through smoother information flow. | L | 2 |

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|----|--|---|----------|----|
| 8. | Analysis of the design of international logistics services | <p>Issue 1. Analysis of the various stages of designing an international logistics operation. Selection of the industry and competition analysis</p> <p>Issue 2. Functional analysis of organizational structures in international logistics. Proposing the organizational structure of the company.</p> <p>Issue 3. Analysis of the organizational structure of enterprises with smoothing the main logistics. Suggesting a range of services for international business.</p> <p>Issue 4. Providing customer service through delegation of tasks and relevant emporments in logistics</p> <p>Issue 5. Introduction, design of logistics operations related to exports and imports. Suggesting a transport process for the company in international logistics.</p> <p>Issue 6. An analysis of existing barriers to transport development for a company and the suggestion to introduce intermodal transport, taking into account barriers to the designated routes for the company. passing the tutorial programme.</p> <p>Issue 7. Identyfikacja zagrożeń w zarządzaniu międzynarodowymi łańcuchami dostaw</p> | TUTORIAL | 15 |
|----|--|---|----------|----|

| ASSESSMENT DETAILS |
|---|
| <p>Class attendance mandatory. Absence from more than two classes results in the need to write an essay on topic given by the lecturer and submit it to the penultimate classes in the semester. Absence from more than 3 classes result deleting of a student from a list of people allowed to pass.</p> |
| <p>In order to pass, it is needed to get 51% points from the exam. Final mark of the subject may be increased by 1 degree on the basis of the partial grades, confirming the activity of a student in the class (active participation in lectures and tutorials).</p> |
| <p>Form of assessment: Exam</p> |
| <p>The lecture – written exam, re-take in a form of oral exam.</p> |
| <p>Tutorials – marks from tasks and projects.</p> |
| <p>Final mark of the course: marks from the lecture and tutorials.</p> |

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | |
|-----------------------|-------------------|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Exam | ✓ | ✓ | | | | | | ✓ |
| Projects | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |

COURSE NAME: IT IN LOGISTICS

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|----------------------|------------------|
| ACADEMIC YEAR | 2011/2012 |
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|------------------|-----------|--------------|----------|
| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | I | YEAR | I |

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|----------------------|----------------|---------------------|---------------------|----------------|
| HOURS | ALL: 60 | LECTURES: 16 | TUTORIALS: X | LAB: 44 |
| OPTIONAL/CORE | CORE | | ECTS: 6 | |

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| RATIONALE | <p>Currently, the implementation of logistics processes can not be done without the support of advanced IT solutions. Every year the number of companies which, through the implementation of information systems improve the streamline of material flows and commodities in their supply chains increases. Lack of basic knowledge of IT systems used in logistics by logistics specialists would endanger future functioning of the labour market. Hence, approaching the subject of issues related to information technologies and systems that support the logistical planning in the enterprise systems (ERP) is an essential element of the teaching of future logistics specialists.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES: There are three key objectives of the course:</p> <ul style="list-style-type: none"> • To acquaint students with IT solutions that support business logistics in manufacturing, trading and service. • Acquiring the ability to formulate the requirements of the Logistics Information System and development of databases • Evaluation of the possibilities and difficulties of application systems, MRP / ERP systems and automatic identification data in business operations <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and understanding of:</p> <ol style="list-style-type: none"> 1. Systems MRP / ERP Class 2. Logistics Information Systems 3. Identification Systems of Goods and Services 4. General IT technologies 5. ability to use the broader IT technology under the supervision of selected operating systems; 6. ability to use services and information resources available through computer networks (Internet) <p>B. Intellectual Skills</p> <ol style="list-style-type: none"> 1. Ability of quick information search |

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| | <p>2. Knowledge of the purpose, character and the area of computer application in management of logistics processes;</p> <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. Methods and systems supporting decisions in management, manufacturing and services. 2. Ability to acquire the knowledge of information technology 3. Ability to find appropriate software for the logistics process 4. Expanding knowledge of the Excel spreadsheet with the functionality to support the analysis carried out by logistics managers 5. Creating simple web sites <p>D. Transferable Skills</p> <ol style="list-style-type: none"> 1. Knowledge of basic health and safety regulations 2. The ability of create databases 3. The ability to implement joint projects 4. The ability of create mulitmedia presentations. |
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| Indicative content | | | | |
|---------------------------|---------------------------------------|--|-----------------------------------|--------------|
| | Subject | Content | Lectur e/Tuto rial | Hours |
| 1. | Computer systems and networks | 1. Basic concepts, hardware and software. Computer, computer system, information system. 2. Elements of computer logic and architecture. 3. Directions of development of computer systems. 4. Network systems. Internet. | L | 2 |
| | | | Lab | 5 |
| 2. | Computer Lab | 1. The organization of classes and basic principles of working in the computer lab. Safety regulations for electrical equipment operating conditions. Regulations of the computer lab. 2. Operation system MS Windows XP Professional. Control Panel and Windows software package. 3. The rules for network logons. The inauguration and closing of sessions | L | 2 |
| | | | Lab | 5 |
| 3. | Services available in network systems | 1. Basic operations and network services 2. using www services, internet browsers. 3. e-mail 4. rules of network resources use. Sharing | L | 1 |

| | | | | |
|----|--|---|----------|--------|
| | | resources. | Lab | 5 |
| 4. | Utilities and special software | 1. Division of computer software. 2. MS Office. 3. Rules of creation and transmission of documents. 4. Electronic exchange of documents (EDI). | L Lab | 2 5 |
| 5. | Programme package Q – Toraga - 3000 | 1. Edition of basic documents (tables) 2. Basic system operations using elements of Q – Toraga – 3000 package | L | 2 |
| | | | Lab | 4 |
| 6. | Design simple systems for logistics management support. Database systems | 1. Design and implementation of a simple database 2. Defining tables and relationships between them. System MS ACCESS 3. Creating structure of the mini-database using the spreadsheet EXCEL 2003 | L | 1 |
| | | | Lab | 4 |
| 7. | Creating multimedia presentations. MS Power Point. | 1. Creating and image processing. Combining text with graphics. The elements of animation (movement, sound effects). 2. Design and create a simple Web page. A multimedia presentation as part of a web page. | L Lab | 1 4 |
| 8. | Computer systems in logistics | 1. ERP systems - the idea and conditions for implementation 2. QGUAR-TMS system - the functional range. Support of organizational processes in the planning, optimization, execution and accounting transport services. 3. PRO WMS Module QGUAR Commodity management based on the actual structure of storage and resources Managemnet of information systems System optimization of processes in the logistics chain. Struktury sieci informatycznych w obszarze logistyki Flexible storage structure in QGUAR. | L Lab | 2 4 |

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|-----|--|---|----------|--------|
| 9. | Directions of development of information technology – the expectations and risks | <p>1. Technicality of life „Computer Society”.</p> <p>2. The development of technology and technology systems. Expectations and risks. Artificial intelligence.</p> <p>3. Systems in management. Automation systems in logistics: IFS, SAP, PPG, MENAGER.</p> <p>The IT undertaking a engineering process. Methodology for the implementation of IT undertakings. Real-time systems.</p> <p>.</p> | L Lab | 1 4 |
| 10. | Internet – modern source of information and a platform for exchanging information. | <p>1. Searching for and compiling information on the chosen subject area - methods, legal and ethical considerations. Electronic transmission (circulation) of documents - the benefits and risks.</p> <p>2. Data protection in the network.</p> <p>3. Automation process of information processing in conditions of crisis management.</p> <p>.</p> | L Lab | 2 4 |

ASSESSMENT DETAILS

Lecture – written examination – pass mark: 3,0

Lab – Project assessment – pass mark: 3,0.

Final mark: the average from the lecture and lab assessment.

The course ends with an assessment on the rights of the exam. Condition necessary to pass is the positive mark from exercises realized in computer lab and final colloquium.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | A4 | A5 | A6 | B1 | B2 | C1 | C2 | C3 | C4 | C5 | D1 | D2 | D3 | D4 |
| Exam | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | | | | ✓ | | | ✓ |
| Project | | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ |

COURSE NAME: LOGISTIC MANAGEMENT

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | II | YEAR | I |

| | | | | |
|----------------------|----------------|---------------------|---------------------|----------------|
| HOURS | ALL: 60 | LECTURES: 30 | TUTORIALS:15 | LAB: 15 |
| OPTIONAL/CORE | CORE | | ECTS: 6 | |

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|-----------------------------------|---|
| RATIONALE | <p>Graduates of master degree sre future managers in various logistics departments. Therefore gaining knowledge specyfic for logistics management is quite obvious. The curriculum is necessary to approach the issues related to the management of logistcs processes and coordination of activities related to flows of material resources both within the enterprise, as well as in cooperative agreements. Raising the competence of the planning and organizing material and information flow is the basic skill for future logistics managers.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES: There are three key objectives of the course:</p> <ol style="list-style-type: none"> 1) To explore issues related to management of logistic processes in production, trade and service. 2) To critically assess modern logistics solutions in technical and organizational terms 3) To analyse current logistics solutions and basic development trends in logistics management from the economic point of view. <p>LEARNING OUTCOMES: As a result of the course, students should have knowledge of:</p> <ol style="list-style-type: none"> 1. Concepts and principles of modern logistics, organizational and economic problems of the modern goods and information flow, methods of logistic management in an enterprise in the conditions of a market economy and the knowledge of main decision processes realized in the logistic system of an enterprise. 2. Having the ability to self-study recent literature in logistics, student shall be able to present their views and thoughts, to understand the essence of decision making in the phase of procurement, production and distribution. 3. Significance and functions of logistics management in the enterprise; 4. Elements of the system of logistics management in an enterprise; 5. Formulate the objectives and principles of management of in an enterprise. |

| Indicative content | | | | |
|--------------------|---|--|------|-------|
| | Subject | Content | Form | Hours |
| 1. | Modern concept of logistics and logistics system. | Issue 1. The essence of modern logistics concepts, basic objectives and principles of modern logistics, Issue 2. Integrating the role of logistics, types of logistics systems and logistics strategies, strategic change in the supply chain. | L | 2 |
| 2. | The essence and concepts of logistics management. | Issue 1. The definition of logistics management, Issue 2. Perception of value. The value of logistics services, Issue 3. Logistics in a company policy, Issue 4. Models of logistics management, Issue 5. Strategic dimension of logistics management. | L | 3 |
| 3. | Basic logistics processes and traditional logistics problems. | Issue 1. Logistics processes (transport, warehousing, packaging, computer science) Issue 2. Analysis of logistics systems in different sections Issue 3. Methods of analysis of logistics systems. | L | 2 |
| 4. | The process of logistics management in the enterprise. | Issue 1. Conditions for development of modern logistics concepts, Issue 2. Strategic aspects of logistics, Issue 3. The logistics management of infrastructure processes, Issue 4. Trends in the development of logistics management, Issue 5. Management theory vs. logistics managements. Issue 6. Challenges and key management issues in supply chains Issue 7. supply chain strategy and its place in business Issue 8. Analysis of existing supply chains | L | 4 |
| 5. | Managing of supply in the enterprise | Issue 1. Supplier base management Issue 2. Materials management, Issue 3. Just-in-time concept, Issue 4. Material Requirements Planning (MRP). Issue 5. Planning new and improved supply chains. | L | 3 |

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| 6. | Logistics management in the production phase. | Issue 1. Material and information flows Issue 2. Controlling the process of material, raw material and products flow, Issue 3. IT support for logistics system. | L | 3 |
| 7. | Logistics management in the distribution phase. | Issue 1. Logistics of distribution in supply chains Issue 2. Distribution channels, management of logistics processes in distribution channels. Issue 3. Logistics customer service, element of customer service. Issue 4. Standards of customer service, methods of evaluating the level of customer service. Providing customer service through delegation and various empowerments. Issue 5. Distribution Resource Planning (DRP). Exam to check student's theoretical knowledge. | L | 4 |
| 8. | Logistics management of transport | Issue 1. Philosophy of transport management, basic decisions, transport services. Issue 2. Selected decisions related to transport, carrier selections. Issue 3. Modes of transport, Issue 4. Consolidation of shipments, Issue 5. Documentation of shipments. | L | 2 |
| 9. | Inventory management in an enterprise. | Issue 1. Traditional and modern concepts of inventory management in an enterprise. The concepts of: QR and ECR, Issue 2. The meaning and classification of inventory in an enterprise, Issue 3. Function of the inventory, reasons for inventory upkeep. Issue 4. Costs of inventory upkeep. | L | 3 |
| 10. | Decisions related to warehouse management in an enterprise. | Issue 1. Activities performed in a warehouse, Issue 2. Form of warehouse ownership, Issue 3. Number of warehouses and factors determining their location. | L | 2 |
| 11. | Course credits | Exam to check student's theoretical knowledge. | L | 2 |

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| 12. | The project on the selected element of logistics management. | <p>Issue 1. Determining the aim of the project. Description of the form, place, organizational and legal forms, scope of activities and structure of products.</p> <p>Issue 2. Description of the planned project: choice of topic, reasons for the topic, place of the activity, form of financing, analysis of internal and external conditions.</p> <p>Issue 3. Presentation of new activity, investment. Market conditions – analysis of target market, competition, price strategy and promotion and suppliers.</p> <p>Issue 4. Selection of logistics processes such as production capacity, manufacturing process, the structure of employment. The selection of production planning and control.</p> <p>Issue 5. Logistics management in delivery and warehousing phase in terms of strategy, planning, guidance and control (the source of raw materials, suppliers, collecting materials, the flow of streams within the company, distribution, transportation and warehousing.</p> | T LAB | 15 15 |
|-----|--|---|----------|----------|

| ASSESSMENT DETAILS |
|---|
| <p>Class attendance mandatory. Absence from more than two classes results in the need to write an essay on topic given by the lecturer and submit it to the penultimate classes in the semester. Absence from more than 3 classes results in deleting a student from a list of people allowed to pass.</p> <p>In order to pass, students need to get 51% points from the exam. Final mark of the subject may be increased by 1 degree on the basis of the partial grades, confirming the activity of a student in the class (active participation in lectures and tutorials).</p> <p>Form of assessment: Exam</p> <p>The lecture – written exam, re-take in a form of oral exam.</p> <p>Tutorials – marks from tasks and projects.</p> <p>Final mark of the course: 65% exam and 35% marks from other assignments.</p> |

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | |
|-----------------------|-------------------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Exam | ✓ | | ✓ | ✓ | |
| Assignments | ✓ | ✓ | ✓ | ✓ | ✓ |

COURSE NAME: LOGISTIC OPERATIONS COST STATEMENT

| | |
|----------------------|------------------|
| ACADEMIC YEAR | 2011/2012 |
|----------------------|------------------|

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|------------------|-----------|--------------|----------|
| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | II | YEAR | I |

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|----------------------|----------------|---------------------|---------------------|----------------|
| HOURS | ALL: 45 | LECTURES: 15 | TUTORIALS: X | LAB: 30 |
| OPTIONAL/CORE | CORE | | ECTS: 6 | |

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| RATIONALE | <p>One of the tasks of a logistics manager is the evaluation of the effectiveness of realized processes. The ability to evaluate depends on understanding the logistics costs associated with different areas of business. Therefore, the future master of logistics must have a basic knowledge of cost accounting principles and information about factors that create costs in the company. Equally important is to understand accounting transactions in import and export. Logistics manager must also have the ability to create budgets and billing logistics costs.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVESS:</p> <p>There are three key objectives of the course:</p> <ol style="list-style-type: none"> 1. To acquaint students with the basic requirements for creating a bill of costs in logistics processes 2. To analyse cost creating activities in logistics processes and to develop of skills necessary to manage them 3. The use of methods and tools for cost accounting to generate information for decision making processes in logistics <p>LEARNING OUTCOMES:</p> <ol style="list-style-type: none"> 1. The ability to select methods and tools for logistics costs analysis 2. The ability to self-identify logistical costs. 3. The ability to manage the change of overheads. 4. The ability to create price calculations (commercial offer) 5. The ability to analyze long-term decisions. 6. Knowledge of legislation relating to management 7. The ability to create budgets in Excel sheet, using formulas. 8. The ability to read the balance sheet for logistics processes. 9. The ability to create a sample budget within the working group. |

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| | 10. The ability to argue cost decisions. |
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| Indicative kontent | | | |
|---------------------------|--|-----------------------------------|--------------|
| | Subject/ Kontent | Lecture /Tutori al | Hours |
| 1 | Cost as a category of research. Classification of logistics costs of extraction. | L | 2 |
| 2 | Accounting logistics costs for management purposes. Analysis of the variability of costs. | L | 2 |
| 3 | Logistics costs, revenues and profits in a short period of decision-making accounts. | L | 2 |
| 4 | Price calculation. Accounting of transactions in export and import of goods | L | 2 |
| 5 | Business costs and traditional methods of logistics costs calculation. | L | 2 |
| 6 | Using activity based costing for efficient resource management and processes and customer profitability. | L | 1 |
| 7 | Evaluation of the effectiveness of long-term decisions. | L | 1 |
| 8 | Control in management. Centers of responsibility in an enterprise. | L | 1 |
| 9 | Budgetary control of logistics costs – budgeting, logistics costs, the analysis and interpretation of deviations of logistics costs. | L | 1 |
| 10 | Logistics costs vs. parameters of the performance of the business (financial performance, profitability, business value). | L | 1 |
| 11 | Classifying the cost of logistics management needs | Lab | 3 |
| 12 | The use of variable costs account for short-term decision making. | Lab | 3 |

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|----|--|-----|---|
| 13 | The use of cost information for making pricing decisions. | Lab | 3 |
| 14 | Settling transactions in export and import. | Lab | 3 |
| 15 | Calculation of product costs in costs related to business activity | Lab | 3 |
| 16 | Using business activity costs for efficient resource management | Lab | 3 |
| 17 | Using business activity costs for efficient process management. | Lab | 3 |
| 18 | Using business activity costs to calculate costs of customer service. | Lab | 3 |
| 19 | Illustration of the accounting liability for costs, revenues, results for a practical example of an extensive investment. Evaluation of the effectiveness of investment decisions. | Lab | 3 |
| 20 | The use of accounting cost in the management planning. Preparation of the budget cost of logistics. | Lab | 3 |

ASSESSMENT DETAILS

Lecture – written examination – pass mark: 3,0
 Lab – Project assessment – pass mark: 3,0.
 Final mark: the average from the lecture and lab assessment.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | |
|-----------------------|-------------------|---|---|---|---|---|---|---|---|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Exam | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | ✓ |
| Projects | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

LOGISTIC PLANNING

| | |
|----------------------|------------------|
| ACADEMIC YEAR | 2011/2012 |
|----------------------|------------------|

| | | | |
|------------------|-----------|--------------|----------|
| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | II | YEAR | I |

| | | | | |
|----------------------|----------------|--------------------|------------------|----------------|
| HOURS | ALL: 15 | LECTURES: 3 | TUTORIALS | LAB: 12 |
| OPTIONAL/CORE | CORE | | ECTS: 3 | |

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| RATIONALE | <p>Planning as the first and fundamental element of management system requires special attention from managers. The entire business activity depends on the implementation of plans. Planning of material flows and trade, and their coordination on the basis of the information flow is now the core of most of logistics strategies. Improvement of logistics processes is really impossible without the proper support in the planning stage. Hence, managers put increased attention to the area of logistics, which allows to implement coherent actions ranging from production to supply materials for finished products to customers. Therefore it is reasonable to introduce this subject in the educational process, which will allow students to gain knowledge of the improving planning processes of material and product flow through the use of quantitative methods and other related tools.</p> |
| AIMS AND LEARNING OUTCOMES | <p>AIMS: There are three key objectives of the course:</p> <ol style="list-style-type: none"> 1. Making students aware of the importance of the planning stage for smooth and effective implementation of logistics processes. 2. Providing students with good practices in logistics planning in an enterprise. 3. Teaching students skillful use of tools based on quantitative methods in logistics planning process. <p>A. Knowledge and understanding of:</p> <ol style="list-style-type: none"> 1. The importance of forecasting system for logistics planning 2. Areas of logistics planning as a support of basic processes in an enterprise 3. Logistics planning techniques 4. Quantitative methods used in logistics planning |

| | |
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| | <p>B. Intellectual skills</p> <ol style="list-style-type: none"> 1. The ability of inference based on analysis of historical data 2. The ability to select forecasting methods for sales characteristics 3. The ability to formulate their own conclusions based on statistical data 4. The ability to define tasks for the implementation of logistics plans 5. Knowledge of procedures to be followed in determining the future demand <p>C. Subject Practical Skills</p> <ol style="list-style-type: none"> 1. The ability to prepare forecasts of demand for products with different sales characteristics. 2. The ability to prepare plans for freight deliveries to customers 3. The ability to determine material requirements for future periods 4. Creating a BOM (Bill of materials) in planning production replenishment <p>D. Transferable skills</p> <ol style="list-style-type: none"> 1. The ability to work in groups 2. Critical thinking skills 3. The ability to create forecasts 4. The ability to analyze historical data |
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| | Subject | Lecture/Tutorial | Hours |
|-----------|---|-------------------------|--------------|
| 1. | Creating forecasting systems for logistics planning. | L | 2 |
| | | Lab | 2 |
| 2. | Analysis of historical data as replenishing information in the planning process. | L | 1 |
| | | Lab | 2 |
| 3. | Quantitative methods of forecasting demand for the different sales characteristics. | L | - |
| | | Lab | 2 |

| | | | |
|----|---|-----|---|
| 4. | Systems of planning demand for distribution. Delivery route planning | L | - |
| | | Lab | 2 |
| 5. | Production planning. Creating production schedules. Replenishment of materials. | L | - |
| | | Lab | 2 |
| 6. | Material Requirements Planning | Lab | 2 |

| ASSESSMENT DETAILS |
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| <p>Learning and Teaching Activities</p> <p>Classes in the form of lectures (6 h) based on the multimedia presentation. Presentation of good practices and practical examples. Laboratories (12 h) conducted on the prepared case studies and own tasks using spreadsheets.</p> <p>Course Credits</p> <p>During the laboratory classes, students receive partial points for each task performed. To get a satisfying mark for the laboratory, the student must get 50% of the points from the base sum. Only those students who obtained credit from the laboratory are allowed to write the exam. The final grade is the arithmetic mean of marks obtained from the laboratory and the final examination.</p> |

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | A4 | B1 | B2 | B3 | B4 | B5 | C1 | C2 | C3 | C4 | D1 | D2 | D3 | D4 |
| Exam | ✓ | ✓ | ✓ | ✓ | | | | | ✓ | | ✓ | ✓ | | | ✓ | | ✓ |
| Assignment | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

COURSE NAME: MARKETING OF LOGISTIC SERVICES

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | III | YEAR | II |

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|----------------------|----------------|---------------------|---------------------|---------------|
| HOURS | ALL: 30 | LECTURES: 15 | TUTORIALS:15 | LAB: X |
| OPTIONAL/CORE | CORE | | ECTS: 4 | |

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| RATIONALE | <p>Logistics services now play an important role in both business activities and commercial production. The concept of Lean-management motivates companies to outsource some areas of logistics which caused increased interest in this sphere of service activity. Logistics services however, require specific tailored marketing tools. These issues require detailed expansion and presentation a general marketing concept. Marketing aspects of logistics services require special attention in the learning process especially since it is a new concept in the operating conditions of Polish companies.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES:</p> <p>The main objective is:</p> <p>To implement of knowledge and skills regarding marketing in wide scope of logistics services.</p> <p>It is assumed that students will acquire skills in identifying elements of marketing, logistics services, evaluation of individual factors in creating competitive advantage, presenting the characteristics and trends in the logistics services market.</p> <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and understanding of:</p> <ol style="list-style-type: none"> 1. The market of logistic services 2. Knowledge of software needed to manage a logistics company 3. The ability to perform basic marketing research in the field of logistics, 4. Creating own marketing plan of a chosen service <p>B. Intellectual Skills</p> <ol style="list-style-type: none"> 1. Group work 2. The ability to constructively build a marketing concept for a |

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| | <p>product</p> <p>3. Selecting tools for best results in the marketing service of a product.</p> <p>C. Practical Skills</p> <p>1. The ability to carry out a SWOT analysis</p> <p>2. Selection of right tools and conducting simple marketing research</p> <p>3. The ability to evaluate the performance and to appraise the efficiency of different marketing strategies.</p> <p>D. Transferable Skills</p> <p>1. Project Presentation</p> <p>2. Creating joint marketing concepts</p> <p>3. Capability to identify the requirement for the design or evaluation of a good marketing strategy for logistic services.</p> |
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| Indicative content | | | |
|---------------------------|---|-------------------------|--------------|
| | Content | Lecture/Tutorial | Hours |
| 1. | Classification of services. The process of purchasing services. The market of logistic services. Customer segmentation in logistics market. Services, types of operation and interoperability. | L | 2 |
| | Test of communication skills, my role in the group and the ability to make changes. | Lab | 2 |
| 2. | Marketing and logistics management. Distribution management. Franchising. Partnerships and collaboration. Distribution vs sub-contracting. Internet in distribution. | L | 2 |
| | Accounting tasks – Costing and pricing of transport services including social obligation and subsidies; Comparison of the advantages of mass and targeted logistics services marketing. Customer segmentation. Identification of a person or a company as a segment of the market-homework. | Lab | 2 |
| 3. | Logistics management in an enterprise. Infrastructure and logistic processes. ECR - Efficient Consumer Response. CRM - Customer Relationship Management. | L | 2 |

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| | Presentation of homework - segmentation. Marketing research in the field of logistics services - discussing issues in teams. Implementation of research through personal interviews, telephone and e-mail (homework). | Lab | 2 |
| 4. | The strategy of a product - logistics service. Nature of transport supply and demand, the product of transport. Product life cycle-logistics service. Creating new logistics services. | L | 2 |
| | Presentation of homework. Creating a marketing plan development team of logistics services. Suggested topics of logistics services marketing plans – presentations and discussion. | Lab | 2 |
| 5. | Purchasing Management - marketing activities. Conditions for implementation. The marketing strategy of purchasing materials. Conditions and methods of decisions regarding selection of sources of material purchases. | L | 2 |
| | Logistic service marketing plan part I. Presentation of the marketing audit and SWOT analysis | Lab | 2 |
| 6. | Distribution and promotion of logistics services. Advertising. Personal sales and indirect marketing. Affiliate Marketing. Sponsoring. Public Relations. Marketing within the company. International marketing and logistics. | L | 2 |
| | Logistic service marketing plan part II. Presentation of the objectives and purposes of logistics services marketing. Initial presentation of a marketing strategy of a service in progress. | Lab | 2 |
| 7. | The future of logistics services. The impact of new management concepts on the marketing of logistic services. Reengineering. Lean management. TQM, self-learning and self-recruiting organizations. Ten Commandments of logistics services marketing. | L | 2 |
| | | Lab | 1 |
| 8. | Marketing strategies: 1. logistics 2. product, 3. quality improvement, 4. price. | L | 1 |
| | Presentation and discussion of marketing plans of logistics service by individual teams. | Lab | 1 |

ASSESSMENT DETAILS

1. Laboratories

Attendance and activity during classes mandatory. All assignments that require written report are assessed. Logistics service marketing plan – schedule, presentation discussion and written report is assessed. The team is assessed, and additionally (up or down) the leader.

2. Lecture

Attendance during classes recommended. Written exam – the set of 50 exam topics is announced in advance. Students receive 6 topics from the list and select 4 of them to write on in 1 hour.

Final mark consists of examination mark and laboratory assignments mark.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | A4 | B1 | B2 | B3 | C1 | C2 | C3 | D1 | D2 | D3 |
| Exam | ✓ | ✓ | | | | | ✓ | ✓ | | ✓ | | | ✓ |
| Presentation | ✓ | ✓ | ✓ | | | ✓ | | | | ✓ | ✓ | ✓ | |
| Assignments | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |

COURSE NAME: NEGOTIATIONS IN BUSINESS

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | IV | YEAR | II |

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|----------------------|----------------|---------------------|---------------------|---------------|
| HOURS | ALL: 30 | LECTURES: 15 | TUTORIALS:15 | LAB: X |
| OPTIONAL/CORE | CORE | | ECTS: 3 | |

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| RATIONALE | <p>Aspects related to the supply of the company are increasingly in the responsibility of the area of logistics. For this reason, the department managers are also involved in the process of negotiations with suppliers. In order to support the negotiating team in setting the conditions of supply and developing ongoing relationships with partners, logistics manager as a full member of the negotiating team must have the knowledge of the basic methods of conducting negotiations and negotiating techniques. These skills are used by him also in the area of outsourcing logistics services and in cooperation with logistics operators. For this reason, the subject is necessary in the educating of future logistics specialists at the managerial level.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES: There are four key objectives of the course:</p> <ol style="list-style-type: none"> 1. Understanding the basic aspects of psychological, social, cultural and interpersonal communication. 2. Acquiring skills for effective negotiating to use different techniques / methods and adjusting attitude to the negotiation situation 3. Understanding the importance of the various stages of negotiation process implementation. <p>LEARNING OUTCOMES:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>A. Knowledge and Understanding of</p> <ol style="list-style-type: none"> 1. Methods of communication in negotiations 2. Negotiating techniques 3. Shaping the various stages of negotiation 4. The characteristics of the international negotiations 5. Managing difficult situations 6. Making decisions under stress </div> |

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| | <p>7. Principles of maintaining an assertive approach</p> <p>8. Ability to hold trade talks</p> <p>B. Intellectual Skills</p> <p>1. Analysis and assessment of the situation of haggling</p> <p>2. Profit / Loss analysis</p> <p>C. Practical Skills</p> <p>1. Ability to compromise the investigation</p> <p>2. Decision-making in stressful situations</p> <p>3. Coping with stress and stage fright</p> <p>4. Communicating restricted content</p> <p>5. Determination of the negotiating position</p> <p>6. Selecting proper arguments</p> <p>7. Ability to maintain assertiveness</p> <p>D. Transferable Skills</p> <p>1. Negotiation skills</p> <p>2. Coping with pressure</p> <p>3. Estimating profits and losses</p> <p>4. Verbal and nonverbal communication</p> <p>5. Rules for presentation</p> |
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| Indicative content | | | |
|---------------------------|--|-------------------------|--------------|
| | Subject | Lecture/Tutorial | Hours |
| 1. | What are negotiations and what are they for? | L | 2 |
| | | T | 2 |
| 2. | Types of negotiations; | L | 2 |
| | | T | 2 |

| | | | |
|-----|--|---|---|
| 3 | Communication in negotiations; difficult situations in negotiations; | L | 2 |
| | | T | 2 |
| 4. | „Hard” and „Soft” style of negotiations (profits and losses); | L | 2 |
| | | T | 2 |
| 5. | Stages of negotiations; | L | 2 |
| | | T | 2 |
| 6. | Characteristics of a good negotiator; | L | 1 |
| | | T | 1 |
| 7. | Achieving YES in negotiations; | L | 1 |
| | | T | 1 |
| 8. | When to conduct negotiations, and when not to? | L | 1 |
| | | T | 1 |
| 9. | Style of negotiations and domination as a style of negotiations; | L | 1 |
| | | T | 1 |
| 10. | Compromise in negotiations; | L | 1 |
| | | T | 1 |

| ASSESSMENT DETAILS |
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| Lecture – written examination – pass mark: 3,0 Lab – Assignments assessment – pass mark: 3,0. Final mark: the average from the lecture and lab assessment. |

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|--|--|
| | A 1 | A 2 | A 3 | A 4 | A 5 | A 6 | A 7 | A 8 | B 1 | B 2 | C 1 | C 2 | C 3 | C 4 | C 5 | C 6 | C 7 | D 1 | D 2 | D 3 | D 4 | D 5 | | | |
| Exam | ✓ | ✓ | | ✓ | | | ✓ | | ✓ | | | | | | | | | ✓ | | | | ✓ | | | |
| Assignment | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |

COURSE NAME: OPERATIONAL RESEARCH

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | II | YEAR | I |

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|----------------------|----------------|---------------------|----------------------|----------------|
| HOURS | ALL: 60 | LECTURES: 30 | TUTORIALS: 15 | LAB: 15 |
| OPTIONAL/CORE | CORE | | ECTS: 6 | |

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| RATIONALE | <p>The position of a logistics manager is associated with continuous decision-making.. The core competencies of future graduates should include the ability to formulate decision-making tasks and their presentation in the form of mathematical models. The need to create the required contingency plans in the area of logistics leads also to acquire simulation model building skills to enable the comparison of different decision-making situations. The need for continuous improvement of logistics processes imposes on future graduates an obligation to understand the importance of optimal solutions in logistics management. Operational research as a quantitative subject is therefore necessary to teach students the use of quantitative models in decision making.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES:</p> <p>Having a knowledge of:</p> <ol style="list-style-type: none"> 1. Modelling of decision-making situations 2. Elements of linear programming 3. Solving dynamic programming tasks 4. Network models 5. Foundations of Game Theory 6. Formulation of decision tasks and their records in the form of mathematical models. 7. Appropriate methods and determination of the optimum solution to the mathematical model. 8. Analyzing and examining the decision-making issues associated with the transportation |

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| | <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and Understanding of</p> <ol style="list-style-type: none"> 1. The ability to apply optimization methods to support decision making. 2. The ability to create and use decision-making scenarios 3. The ability to formulate mathematical models to assist in decision making <p>B. Intellectual Skills</p> <ol style="list-style-type: none"> 1. The ability to formulate decision problems 2. The ability to solve dual tasks 3. Decision-making skills <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. The ability to create mathematical models 2. The ability to analyze decision-making processes 3. The ability to find the optimal solution in logistics management |
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| Indicative content | | | | |
|---------------------------|---|--|-------------|--------------------------|
| Lp. | Subject | Content | Forma zajęć | Ilość godzin na studiach |
| 1 | 2 | 3 | 4 | 5 |
| 1. | <i>Modeling of decision problems</i> | Basic concepts and definitions. Formulation of tasks. A mathematical model of a decision task. | L | 4 |
| | | | T | 2 |
| | | | Lab | 2 |
| 2. | <i>Forms of linear programming</i> | Standard and Canonical form of PL tasks. Bringing PL tasks to a canonical form. | L | 4 |
| | | | T | 2 |

| | <i>tasks</i> | | Lab | 2 |
|----|------------------------------------|---|------------|----------|
| 3. | Duality | Dual problem formation rules. Acceptable solutions, comparing feasible solutions. | L | 4 |
| | | | T | 2 |
| | | | Lab | 2 |
| 4. | Geometric metod and simplex | Acceptable solutions, comparing feasible solutions. Graphical determination of optimal solutions in linear tasks. Network structures. Simplex Method. | L | 4 |
| | | | T | 2 |
| | | | Lab | 2 |
| 5. | Transport concepts | Formulation of the transportation issue. The mathematical model, forms, and acceptable solutions to the transportation issue, using different methods. Examples of transport issues models. | L | 4 |
| | | | T | 2 |
| | | | Lab | 2 |
| 6. | Elements of graph theory | | L | 4 |
| | | | T | 2 |
| | | | Lab | 2 |
| 7. | Bagman task | Little's Algorithm for the bagman concept. | L | 3 |
| | | | T | 2 |
| | | | Lab | 2 |
| 8. | Basics of game theory | Zero sum game | L | 3 |
| | | | T | 1 |
| | | | Lab | 1 |

ASSESSMENT DETAILS

Lecture – written examination – pass mark: 3,0

Lab – Project assessment – pass mark: 3,0.

Final mark: the average from the lecture and lab assessment.

Two deadlines for written examination (core and re-take: 90 minutes each) during the test session.

The possibility of receiving credit on the zero-term exam during the semester (two tests).

The possibility of obtaining credit for the class activity during tutorials.

Positive mark: getting at least half of the number of points available during an exam or test.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | B1 | B2 | B3 | C1 | C2 | C3 |
| Exam | ✓ | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Projects | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

COURSE NAME: PACKAGING IN LOGISTICS

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | III | YEAR | II |

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|----------------------|----------------|---------------------|---------------------|----------------|
| HOURS | ALL: 30 | LECTURES: 15 | TUTORIALS: X | LAB: 15 |
| OPTIONAL/CORE | CORE | | ECTS: 4 | |

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| RATIONALE | <p>Exchange of commodity and material requires the use of different types of packaging. Selection of appropriate packaging often determines the efficiency and the quality of the transport–warehousing processes. Knowledge of the basic functions of packaging helps to clarify the requirements for the use of packaging. For this reason, issues related to the choice of packages and evaluation of their impact on the quality and logistics processes is a fundamental competence of the future logistics manager. Hence future logistics graduates must have the knowledge of aspects of standardization and certification of packages.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES: There are four key objectives of the course:</p> <ol style="list-style-type: none"> 1) Principles of packaging design 2) Principles of labeling individual and transport packaging 3) Requirements of re-usage and disposal of packaging 4) Requirements of modern packaging <p>LEARNING OUTCOMES:</p> <p style="margin-left: 40px;">A. Knowledge and understanding of</p> <ol style="list-style-type: none"> 1. The importance of packaging in the optimal and synchronized movement of goods between spheres of production, distribution and consumption. 2. The ability to select an appropriate package for a consignment 3. The ability to fulfill legal requirements regarding Ecology of packaging 4. Knowledge of the rules of packaging recycling. <p style="margin-left: 40px;">B. Intellectual Skills</p> <ol style="list-style-type: none"> 1. Independence in making decisions regarding the selection of packaging 2. Effective group cooperation 3. The ability to demonstrate independent way of thinking <p style="margin-left: 40px;">C. Practical Skills</p> |

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| | <ol style="list-style-type: none"> 1. The ability to select an appropriate packaging 2. Knowledge of national regulations regarding packaging 3. The ability of secure packing of goods 4. The ability to design an appropriate package <p>D. Transferable Skills</p> <ol style="list-style-type: none"> 1. The ability to apply tools and techniques learned in class 2. The ability to apply knowledge of the course at a workplace 3. Capability to identify the packaging design requirements. |
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| INDICATIVE CONTENT | | | | |
|---------------------------|--|---|-----------------------------|--------------|
| Lp | SUBJECT | CONTENT | Lecture/Tutorial/Lab | Hours |
| 1 | 2 | 3 | 4 | 5 |
| 1. | Legal acts regarding packaging | <ol style="list-style-type: none"> 1. The Act on Packaging and the obligations arising therefrom 2. Packages of hazardous materials 3. Transmission of information by packaging 4. Environmental requirements on packaging introduced on the market | L | 2 |
| 2. | Packaging development trends | <ol style="list-style-type: none"> 1. Bio-degradable packaging 2. Factors determining the quality of the packaging 3. Depreciation systems of containers 4. Methods of marketing research regarding packaging. | L | 2 |
| 3. | Principles of design individual and transport packaging in terms of logistics. | <ol style="list-style-type: none"> 1. Logistics functions of packaging 2. Requirements of individual and transport packaging 3. Individual elements of package design | L | 3 |
| 4. | Charakteristics of packaging by classification of material | <ol style="list-style-type: none"> 1. Plastic Packaging 2. Metal packaging 3. Glass Packaging 4. Paper and paperboard packaging | L | 2 |

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| 5. | Requirements for packaging | <ol style="list-style-type: none"> 1. Standardization and certification of packaging 2. Heavy metals in packaging 3. Packaging of products heated in microwave ovens | L | 2 |
| 6. | Charakterystics of elastic containers | <ol style="list-style-type: none"> 1. Types and construction of elastic containers 2. Requirements for elastic containers | L | 2 |
| 7. | Logistics of utilisation of packaging waste | <ol style="list-style-type: none"> 1. Logistics systems of packaging waste collection 2. Recycling of packaging waste | L | 2 |
| 1. | Quality evaluation criteria for individual packaging | <ol style="list-style-type: none"> 1. Defining the factors influencing the quality of the packaging. 2. Defining the scope of assessment of the quality of packaging. 3. Evaluation of the quality of the selected package. | Lab | 2 |
| 2. | Quality assessment of packaging in terms of promotion.. | <ol style="list-style-type: none"> 1. Methods of psychological and sociological studies of promotional packaging 2. A case study of the selected package | Lab | 2 |
| 3. | Quality assessment of corrugated board packaging in technical aspect | <ol style="list-style-type: none"> 1. Assessment of resistance of corrugated cardboard boxes to compression in the processes of storage and transport 2. Influence of parameters on the strength of corrugated boxes during their storage and transportation | Lab | 2 |
| 4. | Quality assessment of glass and metal packaging in technical aspect | <ol style="list-style-type: none"> 1. Quality assessment of selected types of metal containers - A case study. 2. Quality assessment of selected types of glass containers - A case study. | Lab | 2 |
| 5. | Quality assessment of plastic packaging in technical aspect | <ol style="list-style-type: none"> 1. Identification and examination of some properties of packaging foils 2. Case studies of plastic packaging | Lab | 2 |

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| 6. | Conceptual project of individual packaging of a selected product. | <ol style="list-style-type: none"> 1. The wording of the prerequisites to determine the type of product packaged. 2. Concept of the packaging. 3. Detailed project. | Lab | 2 |
| 7. | Conceptual project of transport packaging of a selected product.. | <ol style="list-style-type: none"> 4. The wording of the prerequisites to determine the type of product packaged. 5. Concept of the packaging. 6. Detailed project. | Lab | 3 |

ASSESSMENT DETAILS

Lecture is passed on the basis of written examination organized during the exam session. Tutorials are passed based on students' activity during class, and the tasks performed within students' own work.

Final mark of the subject is the arithmetic of marks from lecture and tutorials.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | A4 | B1 | B2 | B3 | C1 | C2 | C3 | C4 | D1 | D2 | D3 |
| Exam | ✓ | ✓ | ✓ | ✓ | | | | ✓ | ✓ | ✓ | | | | ✓ |
| Assignments | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ |

COURSE NAME: PROJECT MANAGMENT

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| ACADEMIC YEAR | 2011/2012 |
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| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | IV | YEAR | II |

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|----------------------|----------------|---------------------|---------------------|----------------|
| HOURS | ALL: 45 | LECTURES: 15 | TUTORIALS:15 | LAB: 15 |
| OPTIONAL/CORE | CORE | | ECTS: 4 | |

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| RATIONALE | <p>Project management is currently required competence of logistics managers due to the nature of their work. Often, the service of particular groups of clients is realised in the form of projects, which imposes specific requirements for the implementation of logistics processes. Logistics manager is the person who often is responsible for processes related to the improvement of material and information flows within the organization. All of these activities are in a form of projects and require the management skills of a particular style. Project management requires a different approach to planning, motivation and performance control.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES: There are two following objectives of the course:</p> <ul style="list-style-type: none"> • Implementation of knowledge and skills regarding management of production and services, accounting and finance, and others in the wider area of operations such as logistics and transport. • It is assumed that the student will acquire competencies in defining the basic concepts of management and determining the characteristics and structure of the project, the planning of basic steps (phases) of the project, identification of tasks and selection of contractors and project control and closure. <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and understanding of:</p> <ol style="list-style-type: none"> 1. The ability to describe basic concepts of project management and planning, control and project closure 2. The ability to initiate the process of a new project. 3. Knowledge of project management tools 4. The ability to set a timetable for a project 5. The ability to manage people involved in project implementation |

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| | <p>B. Intellectual Skills</p> <ol style="list-style-type: none"> 1. The ability to create a coherent project proposal 2. The ability to enter the next phase of the project according to the proposal. 3. The ability to read documents regarding the proposal. 4. The ability to properly construct the project theme. <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. The ability to work in a group 2. The ability to evaluate the performance and to appraise the efficiency of different projects. 3. The ability to conduct sophisticated researches in project management. <p>D. Transferable Skills</p> <ol style="list-style-type: none"> 1. The ability to initiate, manage and evaluate a new project 2. The ability to create project cost estimates 3. Knowledge of project management tools 4. Managing milestones |
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| INDICATIVE CONTENT | | |
|---------------------------|---|-----------------|
| LP. | SUBJECT/CONTENT | LECTURES |
| 1 | Factors causing the change in the organization for the needs of a project. Definitions and objectives characterizing the type of project tasks. Components (elements) of the project. | 2 |
| 2 | Basic types of projects (internal and external). Measures of project success. The structure of a project. The management and nine areas of project management competence. | 2 |
| 3 | Initiating a project. Determining real requirements for a project and the purpose of a project. The list of project needs, constraints of feasibility, income and cost analysis, and recommendations for a project. Outline of a project. Development of the project budget, control of expenditure. Raising funds. | 2 |

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| 4 | Project planning. The main objectives and sub objectives of a project. Decomposition - du Pont pyramid. The scope and impact and limits of a project. Defining the approach and identification of the required resources. List and assessment of the people involved in a project. Critical success factors. Risk assessment in project management. | 2 |
| 5 | Project controlling plans of the project and creation of the structure of work analysis. Communications plan. Plan of change control in a project. Quality management plan and outline of supply plan. Completion plan. Emergency planning in project management. Approach to structure analysis of the work: according to the phases, by the impact, according to the function. Determination of levels of supervision. | 2 |
| 6 | Development of detailed project plan. Selection of project team: the diagnosis of human resources, working styles, organizational plan. Estimating cost and duration of a project: methods and techniques for estimating costs and time of realization. Networking activities: the relationship between tasks. Gantt Diagram. CPM and PERT network diagrams. Determining the project schedule. The risk in a project: portfolio risk assessment and risk determination for a project, alternative plans. | 3 |
| 7 | MS Project. Software packages for project management: assessing the ability of packages, infrastructure and software: MS Project. Closing a project: Completing work, project evaluation and report on implementation of a project, conclusions and experience. System of project progress indicators. | 2 |
| LP. TOPICS T/LAB | | |
| 1 | Discussion of the principles of generating themes of projects (and undertakings) and how to achieve them.. Test: My role in the group according to the M. Bebbin questionnaire. | 6 |
| 2 | Presentation by leaders of project teams (3-5 students) projects proposed topics. Analysis of topics at the start phase of the project. | 6 |
| 3 | Presentation and analysis of essential elements of project planning phase. | 6 |
| 4 | Detailed plans for the project: a) estimating the cost and duration of a project b) creating the network of activities c) Analysis and assessment of risk in the implemented project | 6 |
| 5 | Closing a project. Presentation and discussion of the project in front of the group | 6 |

| ASSESSMENT DETAILS |
|---|
| <p>1. Project tutorials:</p> <p>Class attendance mandatory. Active participation in the work of the project team, by each participant. The course work of the team is assessed, especially the presentation and discussion of the project, ensuring equal participation of all project team members. All participants are assessed individually.</p> |

2. Lecture:

Written and oral exam. List of topics of the final examination will be made available in advance.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | A4 | A5 | B1 | B2 | B3 | B4 | C1 | C2 | C3 | D1 | D2 | D3 | D4 |
| Exam | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | | ✓ | ✓ | ✓ |
| Project | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Presentation | ✓ | ✓ | | | | | | | ✓ | ✓ | | | | | | |

COURSE NAME: RAILWAY TRANSPORT INFRASTRUCTURE

| | |
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| ACADEMIC YEAR | 2011/2012 |
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|------------------|------------|--------------|-----------|
| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | III | YEAR | II |

| | | | | |
|----------------------|----------------|---------------------|--------------------|---------------|
| HOURS | ALL: 30 | LECTURES: 30 | TUTORIALS:X | LAB: X |
| OPTIONAL/CORE | CORE | | ECTS: 4 | |

| | |
|-----------------------------------|---|
| RATIONALE | <p>Rail transport is an important element of intermodal systems used by Polish companies. Railways are also the primary alternatives to the national freight transport in Poland. It is also a mode of transport, which development is strongly supported by decisions of the European Union. For future logistics specialists it is important to understand the impact of the use of rail transport, and appreciate the benefits of its use. Therefore it is necessary to approximate the specific issues associated with this branch of transport and popularize it.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES: There are four key objectives of the course:</p> <ul style="list-style-type: none"> • To acquaint students with basic concepts and principles of construction, construction and maintenance of the railway network, roads, railways, civil engineering objects. • Demonstration of the role and importance of line and point infrastructure of the rail transport. Justification of the division and classification of railway tracks. • Presentation of the methodology for the design of railway track, the selection of construction of railway surface and technology for its execution. • Demonstration of the need to maintain the railway, using different technologies and equipment <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and understanding of:</p> <ol style="list-style-type: none"> 1. Importance of railways for the development of transport 2. International conditions of railways development. 3. Designing of the railway system. <p>B. Intellectual Skills</p> |

| | |
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| | <ol style="list-style-type: none"> 1. Knowledge of the concepts in the field of rail transport 2. Ability to use rail transport - CARGO 3. Knowledge of the legal conditions necessary for use of rail transport for the carriage of cargo <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. Knowledge of railway construction solutions 2. Ability to design longitudinal profile of the railway tracks and station <p>D. Transferable Skills</p> <ol style="list-style-type: none"> 1. The analysis of technical data and the ability to draw conclusions based on them 2. Knowledge of and the ability to read rail transport maps. |
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| Content | Lecture/Tutorial | Hours |
|---|------------------|-------|
| 1. The historical development of railways, the advantages and disadvantages of rail transport. | L | 2 |
| 2. The length of the lines and tracks, the speed of passenger and freight traffic. | L | 2 |
| 3. Point and linear infrastructure of rail transport, railway structures. | L | 2 |
| 4. Elements of the rail network, network density. Location of installations, connecting links and network structures. | L | 2 |
| 5. Divisions of railway lines and tracks into categories and classes. | L | 2 |
| 6. International conditions of development of railway networks, AGC and AGTC agreements, lines of international importance. Interoperability with legacy systems. | L | 2 |
| 7. The development of European rail transport. Accessibility and inclusivity | L | 2 |
| 8. EU transport policy, directives and policy documents. Transport corridors. Sustainability issues. Importance of rail transport for sustainable development of transport networks. The impact of rail transport on environment. | L | 2 |

| | | |
|---|---|---|
| 9. European network of high velocity lines. | L | 2 |
| 10. Railway operating points, expeditionary points and service stations. | L | 2 |
| 11. Railroad, the elements of roads, edge of buildings and stock, cross-sections of lines and spacing of tracks, track crossings. Rail surface, rails, attaching the rails to the sleepers, ballast, paving construction standards, unconventional design. | L | 2 |
| 12. Railway switches, the basic structural components, types of switches. | L | 2 |
| 13. Designing the layout of the railway track, the principles of selection of arch tilt, designing transient curves, station track layouts, types of tracks, spacing of station tracks. Principles of design of the longitudinal profile of the railway tracks and station. Interrelationship between transport and land-use. | L | 2 |
| 14. Facilities for handling passengers and freight. | L | 2 |
| 15. Contactless track. | L | 2 |

ASSESSMENT DETAILS

Lecture – written examination – pass mark: 3,0
 Lab – Project assessment – pass mark: 3,0.
 Final mark: the average from the lecture and lab assessment.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | B1 | B2 | B3 | C1 | C2 | D1 | D2 |
| Exam | ✓ | ✓ | | ✓ | ✓ | ✓ | | | | ✓ |
| Project | | | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ |

COURSE NAME: STRATEGIC MANAGEMENT

| | |
|----------------------|------------------|
| ACADEMIC YEAR | 2011/2012 |
|----------------------|------------------|

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|------------------|-----------|--------------|----------|
| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | I | YEAR | I |

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|----------------------|----------------|---------------------|----------------------|-------------|
| HOURS | ALL: 45 | LECTURES: 30 | TUTORIALS: 15 | LAB: |
| OPTIONAL/CORE | CORE | | ECTS: 5 | |

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|-----------------------------------|--|
| RATIONALE | <p>Students on the Masters course are dedicated to occupy future managerial positions. They will master in preparation of strategic analysis and creation of effective business strategies. Knowledge of the basics of organization and management obtained during undergraduate courses gives graduates only basic knowledge of management. It requires detailed and focused attention on aspects linked to the planning and strategic control. This will enhance their managerial skills and prepare them to occupy leading positions in the future.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES: There are three key objectives of the course:</p> <ul style="list-style-type: none"> • Students’ understanding of importance of building an effective strategy and strategic management • Acquisition of the ability to undertake strategic analysis and formulation of companies’ strategies based on those analyses. • Acquisition of basic methods and tools of strategic management and their use to increase business efficiency. <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and understanding of”</p> <ol style="list-style-type: none"> 1. Getting familiar with the essence of thinking and strategic management. 2. Focusing on the role of environment in the analysis of the organization's future 3. Consolidation of long-term planning methods which allow operating in a rapidly changing environment and the application of multi-variation solutions. 4. Understanding the essence of strategic planning in the enterprise; <p>B. Intellectual Skills</p> <ol style="list-style-type: none"> 1. Management of the enterprise in conditions of high uncertainty. 2. The ability to determine the substance of strategic business management; 3. The ability to provide enterprise performance management strategy; |

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| | <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. The ability to provide basic determinants of strategic business decisions; 2. Analysis of business management strategies and identification of opportunities to modify or change its ability to demonstrate independent way of thinking about strategic management. <p>D. Transferable Skills</p> <ol style="list-style-type: none"> 1. The ability to perform independent research 2. The ability of critical thinking 3. The ability to identify most important information |
|--|---|

| Indicative content | | | | |
|---------------------------|--|---|-------------------------|--------------|
| | Subject | Content | Lecture/Tutorial | Hours |
| 1. | Evolution and strategic management theories. | <ol style="list-style-type: none"> 1. Acquaintance with the historic outline of strategic management (H. I. Ansoff, K. Andrews, A. D. Chandler, P.F. Drucker, M. E. Porter). 2. Consulting in terms of strategic management – BCG, McKinsey, ADL etc. 3. Presentation of the four schools ideas of strategic management according to K. Obloj (planning, positioning, evolutionary, resources and abilities) | L T | 2 1 |
| 2. | Levels and processes of strategic management | <ol style="list-style-type: none"> 1. Determination of the relationship of concepts: Mission - Vision - Purpose and development - growth. 2. Determination of what a strategy is. Model of strategies based on: the domain, strategic advantage, the strategic and operational action programs. 3. Three levels of corporate management (strategic, tactical and operational). 4. Characteristics of the three levels of strategic management - the control panel (development), competition (field) and functional. 5. Comparison of the management organization with the process of strategic management. 6. Importance of leadership in creating organization strategy. 7. The structure of strategic management process. The nature and structure of strategic analysis. Balanced Scorecard. | L T | 2 1 |

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|----|---|--|--------|--------|
| 3. | Strategic analysis of organization's environment | <ol style="list-style-type: none"> 1. The uncertainty vs forecasting study. Relationship between uncertainty and the organization's management. Tools to reduce the uncertainty stage to the risk stage. 2. Different approaches to the structure of the organization's environment. The conceptual scope - the sector, market, domain, business, segment in strategic management. 3. The advantages and drawbacks and the possibilities and requirements of qualitative and quantitative methods in the study of surroundings. 4. The methods of strategic analysis of macro-environment. 5. Methods of sectoral analysis. | L T | 2 1 |
| 4. | Building scenarios of organizations' environment. | <ol style="list-style-type: none"> 1. Identification of areas of analysis. 2. Data collection for scenarios and valuation of necessary phenomena. Delphi technique, brainstorming, nominal group. 3. Creating ambient condition scenarios - optimistic, pessimistic, and probable. 4. Inference from the scenarios. | L T | 2 1 |
| 5. | Sector Analysis | <ol style="list-style-type: none"> 1. Structuring and segmentation of the sector. Determination of the economic profile of the sector. 2. Definition and Measurement of forces impacting the sector. 3. Life cycle analysis and the attractiveness of the sector. 4. Feasibility study of using the experience effect (experience curve). 5. The study of strategic groups - the map of strategic groups. | L T | 2 1 |
| 6. | Analysis of strategic potential of an enterprise | <ol style="list-style-type: none"> 1. Systematic approach to the organization. Three-element model of T. and K. Jajugi, Four-element HJ Leavitt model, Five-element M. Bielski model. 2. The strategic balance of enterprises. 3. Value chain analysis by ME Porter. The use of outsourcing tools. 4. Analysis of key success factors. The use of benchmarking tools. 5. Product life cycle analysis and its role in the portfolio methods. | L T | 2 1 |

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|-----|---|--|--------|--------|
| 7. | Portfolio methods | <ol style="list-style-type: none"> 1. The role of a portfolio methods in strategic analysis. 2. BCG and BCG-2 matrix. 3. GE (McKinsey) Matrix. 4. Shell matrix. 5. Matrix and strategic columns of ADL. 6. C. W. Hofer matrix. 7. Technology matrix. 8. Drucker strategic columns. 9. Advantages and drawbacks of basic portfolio methods. | L T | 2 1 |
| 8. | Analysis of strategic potential of an enterprise | <ol style="list-style-type: none"> 1. Creation of a condensed strategic balance sheet of an enterprise. 2. Creating a value chain in the enterprise. 3. Identification of key success factors. 4. Determining the life cycle of a product or service. 5. Inference from the analysis of strategic potential of an enterprise 6. Strategies for managing working capital. | L T | 2 1 |
| 9. | Portfolio Analysis | <p>Making a portfolio analysis based on:</p> <ol style="list-style-type: none"> 1. BCG matrix. 2. BCG matrix-2 (7 pin). 3. GE matrix. 4. The matrix of ADL. 5. CW Hofer matrix. 6. Formulating conclusions. | L T | 2 1 |
| 10. | SWOT analysis as a tool summarizing strategic analysis of an enterprise | <ol style="list-style-type: none"> 1. Construction of an overall SWOT analysis. 2. Weighted valuation in a SWOT analysis. 3. Building a relationship tables - S / T, S / O, W / O, W / T and T / W, T / S, O / W, O / S. 4. Aggregating the number of relations and forces of influence. 5. Reasoning – determination of the recommended type of strategy and its implementation. | L T | 4 2 |

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|-----|---|---|--------|--------|
| 11. | The strategy of diversification and strategic alliances | <ol style="list-style-type: none"> 1. Division of strategy according to A. Stabryło, ME Porter, Ansoff HI. Weight of the criterion for the level of management in extracting the strategies. 2. Development strategies - market penetration, product and market development and diversification. 3. Diversification - definitions, typology, conditions, advantages and disadvantages, decision-making, examples. The role of KCS and synergy in diversification. The main types of diversification by HI Ansoff, L. Wrigley (Horizontal / Vertical, concentric / conglomerates – inter-sector and intra-sector, akin / different). Modes and directions of diversification. Vertical integration. 4. Strategic alliance – definitions, typology, conditions, advantages and disadvantages, examples. Formal and informal aspects of alliances. Symmetry and a measure of the degree of involvement in alliances. Features and life cycle of an alliance. Structure of a strategic alliance. Alliance as a collaboration partnership. | L T | 2 1 |
| 12. | Strategies for the level of competition | <ol style="list-style-type: none"> 1. The second level of strategic management - the strategies of the competition by ME Porter. 2. Concentration Strategies - the areas and methods of concentration. Concentration vs specialization. 3. The essence of differentiation. Differentiation as a strategy for management and marketing. Four types of differentiation. Differentiation and integration. Cost differentiation. 4. Cost Strategies by STRATEGOR. | L T | 2 1 |
| 13. | Strategic Plan. Scorecard | <ol style="list-style-type: none"> 1. Main types of strategic plans. 2. The structure of a strategic plan. 3. The essence of a Strategic Scorecard. | L T | 2 1 |
| 14. | Scorecard | <ol style="list-style-type: none"> 1. Aggregated data to build the Strategic Scorecard. 2. Building a Strategic Scorecard. 3. Improving the Strategic Scorecard. | L T | 2 1 |

ASSESSMENT DETAILS

1. subject assessment - arithmetic mean from:
 - a) colloquium (two during tutorial classes):

- first – regarding strategic analysis of an enterprise,
 - second – regarding development strategy and competition;
- b) Marks from tutorials – „Multilevel strategic analysis of the chosen enterprise”.
- Macroanalysis stage;
 - Sector analysis stage;
 - Analysis of the company’s potential;
 - Portfolio analysis stage;
 - SWOT analysis stage and application in terms of strategy selection.
2. Final examination:
 - Negative choice test consisting of 17-20 closed questions (time to write ca.15 minutes).

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | A4 | B1 | B2 | B3 | C1 | C2 | D1 | D2 | D3 |
| Exam | ✓ | | | ✓ | | ✓ | | | | | | |
| Project | | ✓ | ✓ | | | | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Colloquium | ✓ | | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | |
| Portfolio | | ✓ | | | ✓ | | | | ✓ | ✓ | ✓ | ✓ |

COURSE NAME: SYSTEM AND LOGISTIC PROCESSES DESIGN

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|----------------------|------------------|
| ACADEMIC YEAR | 2011/2012 |
|----------------------|------------------|

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|------------------|-----------|--------------|----------|
| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | II | YEAR | I |

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|----------------------|----------------|---------------------|------------------|----------------|
| HOURS | ALL: 45 | LECTURES: 15 | TUTORIALS | LAB: 30 |
| OPTIONAL/CORE | CORE | | ECTS: 6 | |

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|-----------------------------------|---|
| RATIONALE | <p>Logistics is a branch of knowledge which is constantly changing and improving. Logistics managers in their work often are forced to create new systems from scratch or redesign existing logistics solutions. Essential in this context is the knowledge related to design methodology and technical systems to create models of logistic processes. At the same time prospective graduates must possess the knowledge to enable them to assess the use of solutions and knowledge of tools used in logistic process reengineering.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES:: There are three key objectives of the course:</p> <ol style="list-style-type: none"> 1. Acquisition of skills to design and create systems for different types of logistics companies 2. Analysis and modeling of the infrastructure needs of logistics systems based on the results 3. Introduce students to issues related to BPR and the use of this method in the improvement of logistics processes <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and Understanding of:</p> <ol style="list-style-type: none"> 1. The concepts of systems theory 2. Methodology design of technical systems 3. Principles of conducting business process reengineering 4. Modelling of logistic processes 5. Understand the basic methods of process design and logistics systems. <p>B. Intellectual Skills</p> <ol style="list-style-type: none"> 1. Ability to select the design of logistics processes in an enterprise. 2. Ability to select information rationally 3. Ability to critically approach to the problem. <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. Ability to rationally develop a logistics system 2. Ability to assess the logistics process. 3. Ability to find information on the subject. |

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| | 4. Ability to collect data needed the design of logistics processes. |
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| INDICATIVE CONTENT | | | |
|--------------------|--|------|-------|
| | SUBJECT | FORM | HOURS |
| 1 | Basic concepts of systems theory | L | 3 |
| 2 | The methodology for the design of technical systems | L | 2 |
| 3 | System approach and process to the issues of logistics | L | 2 |
| 4 | The methods used in designig a logistics system | L | 2 |
| 5 | Models of logistic processes Planowanie przepływów informacyjnych I materiałowych. | L | 2 |
| 6 | Methods of evaluation and standardization and performance of logistics processes | L | 2 |
| 7 | Design and implementation of process approach in the enterprise | L | 2 |
| 8 | The project selected product manufacturing process in the strategy of Just in Time (with EDI) | T | 10 |
| 9 | Storage system design for selected products and materials handling (with elements of automatic identification) | T | 10 |
| 10 | The draft of the supply or distribution of the selected product (with elements of optimizing the transport) | T | 10 |

| ASSESSMENT DETAILS |
|---|
| Lecture – written examination – pass mark: 3,0 |
| Seminar – attendance, presentation of the written essays (meritorical value, the quality of the presentation) activity during classes. |

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | A4 | A5 | B1 | B2 | B3 | C1 | C2 | C3 | C4 |
| Exam | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | ✓ | | |
| Project | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

COURSE NAME: THEORY OF THE FIRM

| | |
|----------------------|------------------|
| ACADEMIC YEAR | 2011/2012 |
|----------------------|------------------|

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|------------------|-----------|--------------|----------|
| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | II | YEAR | I |

| | | | | |
|----------------------|----------------|---------------------|---------------------|-------------|
| HOURS | ALL: 30 | LECTURES: 15 | TUTORIALS:15 | LAB: |
| OPTIONAL/CORE | CORE | | ECTS: 6 | |

| | |
|-----------------------------------|--|
| RATIONALE | <p>Formulating logistics systems depends on the type of companies which core processes need to be supported. Discussion of the principles of operation of the various forms of business entities is the basis for defining the functioning of their logistics processes. Students of logistics should be able to identify and analyze relevant economic and legal factors affecting business activity. Particular adaptation of business activities to progressive globalization processes constitute an important matter from the functioning of the internal logistics solutions point of view. These aspects are essential to educate young logistics specialists who will work in established forms of business entities.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES: There are three key objectives of the course:</p> <ul style="list-style-type: none"> A. To acquaint students with the organization and functioning of various economic activities. B. To identify and evaluate economic and legal factors influencing the decisions related to the functioning of enterprises C. To analyse case study analysis presenting different aspects and difficulties of enterprises in the changing market conditions <p>LEARNING OUTCOMES:</p> <p>A. Knowledge and understanding of</p> <ul style="list-style-type: none"> 1. Functioning of enterprises 2. Adapting the business activities to the progressive globalization processes. 3. Performance of systems in international relations 4. Ability to identify internal and external factors affecting the business activity in the market environment. <p>B. Intellectual Skills</p> <ul style="list-style-type: none"> 1. The ability of good argumentation 2. The ability of effective discussion 3. The ability of economical decision making |

| | |
|--|---|
| | <p>C. Practical Skills</p> <ol style="list-style-type: none"> 1. Analysis of economic and legal factors, important for business activity. 2. The ability to characterize various forms of enterprises. <p>D. Transferable Skills</p> <ol style="list-style-type: none"> 1. Good discussion skills 2. Capability to apply the theoretical knowledge 3. The ability of critical thinking |
|--|---|

| | Content | Lecture /Tutori al | Hours |
|-----------|--|--------------------------|-------|
| 1. | 1. The nature and scope of enterprise activities | L | 2 |
| | 2. Identification of the phenomenon of entrepreneurship. | T | 2 |
| 2. | 1. Goals and mission of an enterprise. Enterprise resources. Importance of ownership for enterprise activity. | L | 2 |
| | 2. Determinants of entrepreneurship development. Economic principles of supply and demand | T | 2 |
| 3. | 1. Typology of companies. Market structures | L | 2 |
| | 2. An entrepreneur in the modern world. | T | 2 |
| 4. | 1. Business decisions. | L | 2 |
| | 2. Preliminary actions before deciding on starting own business - discussion. Influence of population, demographics and choice on demand | T | 2 |
| 5. | 1. Risk in business | L | 1 |
| | 2. Legal forms of business. Economic regulations in the enterprise. Privatisation of an enterprise. | T | 2 |
| 6. | 1. Situation analysis and principles of risk-taking | L | 1 |
| | 2. Sources of short-term and long-term financing and commencement of business | T | 1 |
| 7. | 1. The essence of entrepreneurship. Differentiating between customers and end-users. | L | 1 |
| | 2. The basic procedure for establishing a business. | T | 1 |

| | | | |
|-----|--|---|---|
| 8. | 1. The functions and business models. Market orientation | L | 1 |
| | 2. Doing business in the European Union. Important factors influencing the EU economy. | T | 1 |
| | 3. Partnerships and collaboration. | | |
| 9. | Rules of conducting business. Policy of supporting entrepreneurship in Poland and EU. | L | 1 |
| | Policy of supporting entrepreneurship in Poland and EU. | T | 1 |
| 10. | Financing business activities. | L | 1 |
| | Innovation as a business tool | T | 1 |
| 11. | Renewing companies. Measurement and evaluation of performance of physical assets. | L | 1 |

ASSESSMENT DETAILS

Lecture – written examination – pass mark: 3,0
 Lab – Project assessment – pass mark: 3,0.
 Final mark: the average from the lecture and lab assessment.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | | | | |
|-----------------------|-------------------|----|----|----|----|----|----|----|----|----|----|----|
| | A1 | A2 | A3 | A4 | B1 | B2 | B3 | C1 | C2 | D1 | D2 | D3 |
| Exam | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ |
| Project | | | ✓ | | | | ✓ | ✓ | | | | ✓ |

COURSE NAME: TRANSPORT TECHNOLOGIES

| | |
|----------------------|------------------|
| ACADEMIC YEAR | 2011/2012 |
|----------------------|------------------|

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|------------------|-----------|--------------|----------|
| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | I | YEAR | I |

| | | | | |
|----------------------|-----------------|---------------------|---------------------|---------------|
| HOURS | ALL: 30 | LECTURES: 10 | TUTORIALS:20 | LAB: X |
| OPTIONAL/CORE | OPTIONAL | | ECTS: 5 | |

| | |
|-----------------------------------|---|
| RATIONALE | <p>The basic logistics system is the transportation system. Knowledge of the functioning of the various branches of transport and their specific characteristics is a fundamental knowledge for all specialists in the field of logistics. In terms of EU legislation indirect transport system becomes significant in assessing the efficiency of transport and its safety. Logistics graduates are required to have knowledge of the area to be able to properly and effectively shape the transport processes in implementing them in future profession.</p> |
| AIMS AND LEARNING OUTCOMES | <p>AIMS: There are three key objectives of the course:</p> <ol style="list-style-type: none"> 1. Evaluation of different modes of transport in terms of their effectiveness and safety. 2. Determination of guidelines for the proper development of transport systems, taking into account the EU requirements concerning the organization of transport intermediates 3. Acquainting students with the knowledge of modern freight-loading technologies. <p>LEARNING OUTCOMES:</p> <ol style="list-style-type: none"> 1. The ability to organize technological processes in transport, 2. Knowledge of criteria for the freight-loading technology appropriate to the type of cargo being shipped 3. Knowledge of the rules of carriage of goods 4. Knowledge about the combined (intermodal) transport systems in Poland 5. Basic knowledge about the logistic centers in Transport Processes. 6. The ability to conduct independent case study. 7. The ability to analyze various production processes. 8. The ability to independently seek information on modern technologies of transport. 9. The ability to acquire data needed for various transport systems. |

| Indicative kontent | | | | |
|---------------------------|--|---|------------------------------|--------------|
| | Subject | Content | Lecture/ Tutorial | Hours |
| 1. | Economy and transport in selected countries in Europe and in the world-technological aspects | Environmental impact in EU Countries. | L | 1 |
| | | Selected Countries in the World | T | 2 |
| 2. | General issues in manufacturing processes and technology | The production process and its elements. Energy consumption. | L | 1 |
| | | The concept of technology and technological process | T | 2 |
| 3. | Production processes in transport | Characteristics of transport processes. Cargo as an object of research. Transport jako produkt | L | 1 |
| | | Measures of transport. Systemy kontroli procesu transportowego. The human factor in the transport process | T | 1 |
| 4. | Technologies, production processes in transport | Technologies, processes the cargo traffic processes, service repairs | L | 1 |
| | | Case study | T | 1 |
| 5. | Technologies in road transport | The processes of transport, loading, servicing and repair | L | 1 |
| | | Case study | T | 1 |
| 6. | Technologies in rail transport | The processes of transport, loading, servicing and repair | In | 1 |
| | | Case study | L | 1 |
| 7. | Technologies in inland waterway transport | Breakdown of specialized cargo units | In | 1 |
| | | Fleet operating systems | L | 1 |
| 8. | Shipping Technologies | Transportation Technologies, cargo handling, sea ports | | 1 |
| | | The condition and types of deep-sea fleet | | 1 |
| 9. | Technologies in air transport | Liberalisation of the market, the demand for air transport of goods | L | 1 |
| | | Airline cargo systems, technologies, work load, business systems. | L | 1 |

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|-----|---|--|---|---|
| 10. | Technologies cargo movements through pipelines | Characteristics of pipeline transport, environmental aspects, socio-economic development | T | 1 |
| | | Technology movement, ample solutions | T | 1 |
| 11. | Factors influencing the use of specific technologies and cargo transportation process | The character of cargo and its impact on the selection of transport technology. Susceptibility of cargo transport and mechanization of work load. Ownership and control of transport undertakings. | T | |
| | | Technical Characteristics - Operating chosen means of transport machinery and cargo | T | 1 |
| 12. | Determinants of technological development of transport system | Selected aspects shaping the transport system. Impact of current developments in technology. Assumptions for main transport networks. Model of a transport system | T | |
| | | The distribution of traffic on various road transport network. Single-criteria and multi-criteria optimization tasks of dispersing traffic in transport networks. Examples of application. | T | 1 |
| 13. | Combined transport / intermodal transport in Poland and Europe. Modes and modal choice. | Combined transport / intermodal transport in Poland | T | |
| | | Combined transport / intermodal transport in Europe | T | 1 |
| 14. | Logistics centers in the transport processes | The concept of logistics services and rules of their application | T | 1 |
| | | Methodology for assessing economic conditions and selection of construction and operation of integrated logistics centers | T | 1 |

ASSESSMENT DETAILS

Lecture – written examination – pass mark: 3,0
 Lab – Project assessment – pass mark: 3,0.
 Final mark: the average from the lecture and lab assessment.

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | | | | | |
|-----------------------|-------------------|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Exam | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| Project | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ |

**COURSE NAME: WAREHOUSING AND INBOUND TRANSPORT
TECHNOLOGIES**

| | |
|----------------------|------------------|
| ACADEMIC YEAR | 2011/2012 |
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|------------------|-----------|--------------|----------|
| PROGRAMME | Logistics | LEVEL | Master |
| SEMESTER | I | YEAR | I |

| | | | | |
|----------------------|----------------|---------------------|------------------|----------------|
| HOURS | ALL: 45 | LECTURES: 30 | TUTORIALS | LAB: 15 |
| OPTIONAL/CORE | | | ECTS: 6 | |

| | |
|-----------------------------------|--|
| RATIONALE | <p>Warehousing infrastructure is an essential element of logistics systems. Logistics managers must have the knowledge of classic and modern warehousing technologies affecting the efficiency of logistics processes. Handling system has a special influence on the duration of warehouse operations. Therefore, bringing these issues to students is a necessary element of their learning process. At the same time, this course is included in the minima of education established by the Polish Ministry of Education and Science.</p> |
| AIMS AND LEARNING OUTCOMES | <p>OBJECTIVES:</p> <p>To acquaint students with:</p> <ol style="list-style-type: none"> 1. design principles of storage systems. 2. rules of conducting flow stream analysis of cargo units. 3. Principles of cargo stacking and location of stock in a warehouse 4. issues of the theory of queues 5. principles of analysis and dimensioning of processes in Logistics Handling and Storage Systems(LHSS). <p>LEARNING OUTCOMES:</p> <p>Acquisition of skills:</p> <ol style="list-style-type: none"> 1. calculating efficiency and analysis of queuing systems in the cargo flow systems, 2. development of a quantitative warehousing program, 3. determining the required size of the area of the storage system, 4. determining the times of operational cycles 5. rational selection of the size and the structure of the crew. |

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|---------------------------|
| Indicative content |
|---------------------------|

| | Subject | Content | Lecture/Tutorial | Hours |
|----|--|---|------------------|-------|
| 1. | Fundamentals of designing flow of cargo stream processes in LHSS | 1. Basic structures of cargo flow in LHSS – case studies. | L | 2 |
| | | 2. The concept of cargo flow systems in LHSS. Part 1 – Selection of the structure of cargo units – own project. | T | 2 |
| 2. | Efficiency of cargo movement in LHSS | 1. Rules of calculation the efficiency of cargo flows in LHSS – case studies. | L | 2 |
| | | 2. The concept of cargo flow systems in LHSS. Part 2 – determining the efficiency of the cargo flow system – own project. | T | 2 |
| 3. | Analysis of cargo flow in LHSS | 1. Stacking and queuing in cargo flow systems in LHSS – case studies. | L | 2 |
| | | 2. The concept of cargo flow systems in LHSS. Part 3 – Analysis of cargo stacking processes and review of the queue size – own project. | T | 2 |
| 4. | Allocation of objects in LHSS. | 1. The essence of allocation of objects in LHSS | L | 2 |
| | | 2. The concept of objects allocation in LHSS – own project | T | 2 |
| 5. | Transport problems in LHSS | 1. The essence of transport assignments in designing optima cargo flows in LHSS. | L | 2 |
| | | 2. The concept of transport routes in LHSS – own project. | T | 2 |
| 6. | Value analysis and dimensioning of processes in LHSS. | 1. The essence of diemnsioning and value systems in LHSS – case studies. | L | 2 |
| | | 2. The concept of cargo flow system in LHSS, part 4 – Selection of quantitative storage program and determining the required warehouse space – own project. | T | 2 |
| | | 3. The concept of cargo flow systems in LHSS, part 5 – the calculation of times of operational cycles; determining the amount of workers to serve the warehouse – own project. | T | 2 |
| 7. | Ergonomic designing in LHSS. | 1. The rules of ergonomic designing of workplaces in LHSS. | L | 3 |
| | | 2. The concept of ergonomic workplace – own project. | T | 1 |

| ASSESSMENT DETAILS | |
|--|--|
| Lecture – written examination – pass mark: 3,0 | |
| Lab – Project assessment – pass mark: 3,0. | |
| Final mark: the average from the lecture and lab assessment. | |

| METHODS OF ASSESSMENT | LEARNING OUTCOMES | | | | |
|-----------------------|-------------------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Exam | ✓ | ✓ | | | |
| Project | ✓ | ✓ | ✓ | ✓ | ✓ |