Kielce University of Technology

FACULTY OF MANAGEMENT AND COMPUTER MODELLING

COURSE SPECIFICATION

Course code	full-time studies	**Z-ZB-E-607**
	part-time studies	**-**
Course title in English	**Professional Activity**	
Course title in Polish	**Praktyka zawodowa**	
Valid from academic year	**2025/2026**	

PLACEMENT IN THE TEACHING PROGRAM

Programme of study	**BUSINESS MANAGAMENT**
Level of education	**1ˢᵗ degree**
Studies profile	**academic**
Form and mode of study	**full-time programme**
Scope	**all**
Academic unit responsible for the course	**Department of Management and Organization**
Course coordinator	**dr Danuta Witczak-Roszkowska**
Approved by	**dr hab. inż. Dariusz Bojczuk, prof. uczelni**

GENERAL CHARACTERISTIC OF THE COURSE

Teaching block		**Directional subject**
Course status		**Obligatory**
Language of instruction		**English**
Semester of delivery	full-time studies	**Semester VI**
	part-time-studies	**-**
Prerequisites		**NO**
Exam (YES/NO)		**NO**
ECTS		**4**

Method of conducting classes		lecture	classes	laboratory	project	other
Number of hours per semester	full-time					**120**
	part-time					

LEARNING OUTCOMES

Category	Outcome code	Course learning outcomes	Reference to the directional learning effect
Knowledge	W01	The student has knowledge of from and principles of functioning of organisations, strategies and organisational structures taking into account the branch of activity, stakeholders and surrounding conditions.	ZB1_W07
	W02	The student has knowledge of the methods, techniques and tools used in the management process.	ZB1_W07
	W03	The student has knowledge of the methods, tools, procedures used and the principles of collecting, processing and analysing data necessary for the activities of an organisation using information and communication technologies.	ZB1_W07
Skills	U01	The student is able to analyse and diagnose conditions from and principles of functioning of the organisation, strategies and organisational structures, taking into account the branch of activity, stakeholders and environment.	ZB1_U01 ZB1_U02 ZB1_U05
	U02	Students will be able to use methods, techniques and tools to solve per-sonal, financial, marketing, production and quality management problems	ZB1_U01 ZB1_U02 ZB1_U05
	U03	The student is able to use methods, tools, procedures and principles of collecting, processing and analysing data necessary for the operation of an organisation using information and communication technologies.	ZB1_U01 ZB1_U02 ZB1_U05
Social competences	K01	The student can supplement and improve acquired knowledge and skills in management science and quality based on practical experience.	ZB1_K01 ZB1_K02 ZB1_K03 ZB1_K08
	K02	Students will be able to think and act in an entrepreneurial and ethical manner and develop the interpersonal, organisational and managerial skills necessary in a work environment.	ZB1_K01 ZB1_K02 ZB1_K03 ZB1_K08
	K03	Students are able to carry out assigned tasks independently and in teams.	ZB1_K01 ZB1_K02 ZB1_K03 ZB1_K08

COURSE CONTENT

Method of conducting classes	Course content
other (Practice)	1. To be acquainted with health, safety and fire safety regulations and the organisation's internal regulations. Acquiring knowledge about the legal form and scope of activity of the organisation. To know the organisational structure and the tasks performed by the organisation. Get to know the communication system, reporting system in the organisation, document flow and the decision-making process. To take an active part in the organisation's functioning through the realisation of the tasks assigned by the internship supervisor or the organisation's management. 2. To be acquainted with the basics of marketing and personnel policy and the principles of financial and accounting service, systems: production, quality management, logistics. Familiarisation with the most important aspects of the existing organisational culture with particular emphasis on ethical norms. Practical activities in an organisation taking into account the guidelines of the Professional Practice Programme. 3. Practical activities in an organisation in accordance with the guidelines of the apprenticeship programme in line with the tasks indicated in the study areas (risk management, e-commerce) 4. Submission of a report and completion of the apprenticeship.

METHODS FOR VERIFYING LEARNING OUTCOMES

Outcome code	Learning outcomes verification methods					
	Oral examination	Written examination	Test	Project	Report	Other
W01					X	
W02					X	
W03					X	
U01					X	
U02					X	
U03					X	
K01					X	
K02					X	
K03					X	

FORM AND CONDITIONS OF ASSESSMENT

Form of classes	Assessment type	Assessment Criteria
other (Practice)	Credit with grade	Report submission. Obtain at least 50% compliance of records in the field of directional tasks and at least 50% compliance of records in the specialty tasks indicated in the Apprenticeship Program.

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STUDENT WORKLOAD

No.	Activity type	Student workload full-time		Unit
		Practice		
1.	Scheduled contact hours	**120**		h
2.	Other (consultations, exams)	**2**		h
3.	**Total number of contact hours**	**2**		h
4.	**Number of ECTS credits for contact hours**	**0,1**		ECTS
5.	**Number of hours of independent student work**	**120**		h
6.	**Number of ECTS points that a student obtains through independent work**	**3,9**		ECTS
7.	**Workload related to practical classes**	**120**		h
8.	**Number of ECTS credit points which a student receives for practical classes**	**4**		ECTS
9.	**Total number of hours of a student's work**	**122**		
10.	**ECTS credits for the course** *1 1 ECTS credit =25 student learning hours*	**4**		ECTS

W - LECTURE   C – CLASSES   L – LABORATORY   P- PROJECT   S – SEMINAR