

**FACULTY OF COMPUTER SCIENCE AND MANAGEMENT****SUBJECT CARD**Name in Polish – **Podstawy finansów**Name in English – **Essentials of finance**Main field of study – **Management**Specialization: **Organizational Management**Level and form of studies: **1st level, full-time**Type of subject: **obligatory**Subject code **FBZ1150W**Group of courses **No**

	Lecture	Classes	Laboratory	Project	Seminar
Number of hours of organized classes in University (ZZU)	<b>30</b>				
Number of hours of total student workload (CNPS)	<b>60</b>				
Form of credition	<b>Crediting with grade</b>				
For group of courses mark (X) final course					
Number of ECTS points	<b>2</b>				
including number of ECTS points for practical (P) classes					
including number of ECTS points for direct teacher-student contact (BK) classes	<b>1</b>				

**PREREQUISITES RELATING TO KNOWLEDGE, SKILLS AND OTHER COMPETENCES**

1. Competencies in mathematics confirmed by positive marks on certificate from a high school.
2. Skills of making notes during lectures and studying recommended literature.
3. Social competencies allowing taking part in lectures conducted for big student groups.

**SUBJECT OBJECTIVES**

- C1. Acquiring by students the essential knowledge components from the area of basic finance, such as:
- C1.1 Notion of finance,
  - C1.2 Development of finance as knowledge/science,
  - C1.3 Fundamental financial categories,
  - C1.4 Role and functioning of money in economy,
  - C1.5 Notion of rate of return (percentage rate), types and components of percentage rates,
  - C1.6 Time value of money,
  - C1.7 Notion of value in finance,
  - C1.8 Notion and measuring of risk in finance,
  - C1.9 The essence, functions and components of financial system of economy (including system in Poland),
  - C1.10 Basic financial instruments.
- C2. Mastering by students:

- C2.1 The skills of correct usage of notions and financial terminology from the scope of fundamentals of finance,
- C2.2 The skills of classification and description of fundamental financial events and processes,
- C2.3 The skills of interpretation and basic analysis and evaluation of financial events and processes.
- C3. Acquiring and developing by students the social competencies, such as:
- C3.1 Responsible behavior and responsibility for oral and written statements,
- C3.2 Fairness and truth in conduct in academic environment and in a society,
- C3.3 Positive influence on functioning of a student group (coherent with subject objectives),
- C3.4 Tolerance for cultural differences, respect for personal individual choices not limiting freedoms of others, skills of finding areas of agreement and cooperation in a changing, multicultural society.

**SUBJECT EDUCATIONAL EFFECTS** of students who have got credition

– **from a scope of knowledge – they have basic knowledge in finance, that is they:**

PEK\_W01 – know etymology of a “finance” term and basic stages of finance development,

PEK\_W02 – know subject and methods of research of finance and various specific financial disciplines,

PEK\_W03 – know and understand basic financial categories, such as price, revenue, income, profit, percentage rate, rent, expenditure, cost, amortization, loan, credit, deficit, debt,

PEK\_W04 – have knowledge on role and functioning of money in economy,

PEK\_W05 – know a notion of a percentage rate, identify types and components of percentage rates,

PEK\_W06 – have knowledge on time value of money, inflation and its results, and methods of measuring the time value of money,

PEK\_W07 – know a notion of value in finance and know methods of financial valuation,

PEK\_W08 – know a notion of income and various rates of income,

PEK\_W09 – know a notion of risk and know methods of measuring risk,

PEK\_W10 – have knowledge on the essence, functions, and components of financial system in economy (particularly in Poland),

PEK\_W11 – know and characterize basic financial instruments of transfer of capital and transfer of risk.

– **from a scope of skills – they can correctly apply learned notions and methods of finance for classifying, describing, analyzing and evaluating financial events and processes, that is they:**

PEK\_U01 – can correctly use the notions and financial terminology from the scope of fundamentals of finance,

PEK\_U02 – can present/describe typical financial events and processes,

PEK\_U03 – are able to perform a quantitative analysis of financial events and interpret and evaluate results of analysis.

– **from a scope of social competencies – they acquire and develop social competencies, such as:**

PEK\_K01 – openness on information presented in media on financial topics,

PEK\_K02 – consciousness of a need of an analytical/critique approach towards financial information received and financial opinions presented ,

PEK\_K03 – activity in looking for supplementary information and its selection and verification,

PEK\_K04 – care for developing ability of independent application of acquired knowledge and skills,

PEK\_K05 – consciousness of influence of applied financial solutions on economy, producers, consumers and social development,

PEK\_K06 – objectivism in evaluating arguments of others, rational approach in supporting

own points of view with application of knowledge of basics of finance,  
PEK\_K07 – conforming to good habits and rules of behavior obligatory in academic environment and in society.

### PROGRAMME CONTENT

Form of classes - lecture		Number of hours
Lec 1	Organizational matters. Notion of finance, finance development and disciplines of finance.	2
Lec 2	Basic financial categories.	2
Lec 3	Role and functions of money in economy.	5
Lec 4	Notion of percentage rate, types and components of percentage rates.	2
Lec 5	Time value of money. Intermediate written knowledge and skills verification.	5
Lec 6	Notion of value in finance, topic of valuation and of income rate.	2
Lec 7	Notion and measure of risk.	2
Lec 8	The essence, functions and components of financial system in economy (particularly in Poland).	5
Lec 9	Basic financial instruments. Final written knowledge and skills verification	5
	<b>Total hours</b>	<b>30</b>
Form of classes - class		Number of hours
Cl 1		
Cl 2		
...		
	<b>Total hours</b>	
Form of classes - laboratory		Number of hours
Lab 1		
Lab 2		
...		
	<b>Total hours</b>	
Form of classes - project		Number of hours
Proj 1		
Proj 2		
...		
	<b>Total hours</b>	
Form of classes - seminar		Number of hours

Sem 1		
Sem 2		
...		
	Total hours	

**TEACHING TOOLS USED**

- N1. Traditional lecture  
 N2. Lecture with application of slides (projector and computer)  
 N3. Written knowledge and skills verification  
 N4. Consultations  
 N5. Individual work – studying and preparation for knowledge and skills verification.

**EVALUATION OF SUBJECT EDUCATIONAL EFFECTS ACHIEVEMENT**

<b>Evaluation</b> (F – forming (during semester), P – concluding (at semester end))	<b>Educational effect number</b>	<b>Way of evaluating educational effect achievement</b>
F1	PEK_W01÷PEK_W06 PEK_U01÷PEK_U03 PEK_K01, PEK_K02, PEK_K04÷PEK_K07	Written knowledge and skills verification
F2 = P	PEK_W01÷PEK_W11 PEK_U01÷PEK_U03, PEK_K01, PEK_K02, PEK_K04÷PEK_K07	Written knowledge and skills verification

**PRIMARY AND SECONDARY LITERATURE**

**PRIMARY LITERATURE:**

- [1] Ritter L.S., Silber W.L., Udell G.F., Principles of Money, Banking and Financial Markets, Prentice Hall, 1997.  
 [2] Shao S.P., Shao S.P. Jr., Mathematics for management and finance, South-Western Publishing Co., 1986.

**SECONDARY LITERATURE:**

- [1] Jajuga K., Elementy nauki o finansach, PWE, Warszawa 2007.  
 [2] Owsiak S., Podstawy nauki finansów, PWE, Warszawa 2002.

**SUBJECT SUPERVISOR (NAME AND SURNAME, E-MAIL ADDRESS)**

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MATRIX OF CORRELATION BETWEEN EDUCATIONAL EFFECTS FOR SUBJECT  
**Essentials of finance**  
 AND EDUCATIONAL EFFECTS FOR MAIN FIELD OF STUDY **Management**  
 AND SPECIALIZATION **Organizational Management**

<b>Subject educational effect</b>	<b>Correlation between subject educational effect and educational effects defined for main field of study and specialization (if applicable)**</b>	<b>Subject objectives***</b>	<b>Programme content***</b>	<b>Teaching tool number***</b>
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<b>PEK_W01 (knowledge)</b>	K1_ZARZ_W01, K1_ZARZ_W02	C1.1	Lec1	N1÷N5
<b>PEK_W02</b>	K1_ZARZ_W01, K1_ZARZ_W02	C1.2	Lec1	N1÷N5
<b>PEK_W03</b>	K1_ZARZ_W03	C1.3	Lec2	N1÷N5
<b>PEK_W04</b>	K1_ZARZ_W02, K1_ZARZ_W03	C1.4	Lec3	N1÷N5
<b>PEK_W05</b>	K1_ZARZ_W03	C1.5	Lec4	N1÷N5
<b>PEK_W06</b>	K1_ZARZ_W02, K1_ZARZ_W03	C1.6	Lec5	N1÷N5
<b>PEK_W07</b>	K1_ZARZ_W02, K1_ZARZ_W03	C1.7	Lec6	N1÷N5
<b>PEK_W08</b>	K1_ZARZ_W03	C1.7	Lec6	N1÷N5
<b>PEK_W09</b>	K1_ZARZ_W02, K1_ZARZ_W03	C1.8	Lec7	N1÷N5
<b>PEK_W10</b>	K1_ZARZ_W02, K1_ZARZ_W03, K1_ZARZ_W04, K1_ZARZ_W11	C1.9	Lec8	N1÷N5
<b>PEK_W11</b>	K1_ZARZ_W03, K1_ZARZ_W04, K1_ZARZ_W11	C1.10	Lec9	N1÷N5
<b>PEK_U01 (skills)</b>	K1_ZARZ_U01, K1_ZARZ_U02, K1_ZARZ_U14	C2.1	Lec1, Lec2, Lec4, Lec6, Lec7, Lec9	N1÷N5
<b>PEK_U02</b>	K1_ZARZ_U14	C2.2	Lec2÷Lec9	N1÷N5
<b>PEK_U03</b>	K1_ZARZ_U02, K1_ZARZ_U03, K1_ZARZ_U14	C2.3	Lec2÷Lec9	N1÷N5
<b>PEK_K01 (competences)</b>	K1_ZARZ_K01, K1_ZARZ_K06	C3	Lec1÷Lec9	N1÷N5
<b>PEK_K02</b>	K1_ZARZ_K01, K1_ZARZ_K04 K1_ZARZ_K06	C3	Lec1÷Lec9	N1÷N5
<b>PEK_K03</b>	K1_ZARZ_K01, K1_ZARZ_K04 K1_ZARZ_K05, K1_ZARZ_K06	C3	Lec1÷Lec9	N1÷N5
<b>PEK_K04</b>	K1_ZARZ_K01, K1_ZARZ_K04 K1_ZARZ_K03, K1_ZARZ_K06	C3	Lec1÷Lec9	N1÷N5
<b>PEK_K05</b>	K1_ZARZ_K04, K1_ZARZ_K05 K1_ZARZ_K06,	C3	Lec1÷Lec9	N1÷N5
<b>PEK_K06</b>	K1_ZARZ_K02, K1_ZARZ_K06,	C3	Lec1÷Lec9	N1÷N5
<b>PEK_K07</b>	K1_ZARZ_K02, K1_ZARZ_K04	C3	Lec1÷Lec9	N1÷N5

\*\* - enter symbols for main-field-of-study/specialization educational effects

\*\*\* - from table above