

## ITEM CARD

Attachment No. 1 into Regulation No 3/07/2020  
of 13 July 2020 *on the model card*  
*subject at the Higher School of Management*  
*in Warsaw*

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
Controlling and budgeting of projects										
<b>Name of the organizational unit leading the course:</b>	Faculty of Management and Technical Sciences									
<b>Name of the field of study, level of education:</b>	Management, second cycle									
<b>Learning profile:</b>	General academic profile									
<b>Name of the specialty:</b>	Project management									
<b>Type of learning module:</b>	Specialty									
<b>Year/Semester:</b>	2nd year, Semester 4									
<b>Person coordinating the subject:</b>	Rafał Cieślík, PhD									
<b>Prerequisites (resulting from the succession of items):</b>	Knowledge, skills and competences obtained during the course "Financial accounting", "Management accounting" and "Corporate finance"									
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Exercise	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/Passing	Total hours
Full-time studies	45	45								90
Part-time studies	30	30								60
III. METHODS OF TEACHING ACTIVITIES										
<b>Forms of classes</b>			<b>Didactic methods</b>							
<b>Lecture</b>			Oral form of lecture, literature process, problem methods							
<b>Practical</b>			Activating methods, problem tasks, case studies							
IV. OBJECTIVE LEARNING OUTCOMES IN RELATION TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
Lp.	Description of the learning outcomes in question								Directional effect reference	
<b>Knowledge:</b>										
1.	The student has in-depth knowledge of the role and importance of controlling and budgeting projects within the activities of enterprises, its place in the system of sciences and relations to other sciences								ZO2_W01 P7S_WG	
2.	The student knows in depth the methods and tools, including data acquisition techniques, appropriate for controlling and budgeting projects, allowing to understand the essence of the organization and stages of implementation of the development project in the enterprise and the possibilities of using controlling to support making optimal decisions through its instruments								ZO2_W08 P7S_WG	
<b>Abilities:</b>										
1	The student is able to properly analyze the causes and course of economic processes with the ability to use financial analysis and cost accounting as an element of the company's information system along with the ability to use cognitive values of financial analysis and cost accounting in budgeting a development project								ZO2_U12 P7S_UW ZO2_U02 P7S_UW	

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2	The student is able to formulate and analyze research problems in order to make a synthetic assessment of the effectiveness of financial modeling tools	ZO2_U01 P7S_UW
<b>Social competences:</b>		
1	The student is able to critically evaluate the received content of controlling and budgeting projects	ZO2_K01 P7S_KK
2	The student has the ability to participate in the preparation and implementation of various projects and is aware of the effects of decisions made in the field of budgeting and controlling	ZO2_K06 P7S_KO ZO2_K08 P7S_KO
<b>V. CURRICULAR CONTENT (LEARNING)</b>		
Lp.	Lecture:	Reference to the learning outcomes in question
1.	Controlling projects – types, functions, goals, tasks.	ZO2_W01 ZO2_W08 ZO2_U12 ZO2_U02 ZO2_U01 ZO2_K01 ZO2_K06 ZO2_K08
2.	Rola controlling projects and its place in the project management process.	
3.	Introduction to financing and budgeting of development projects	
4.	Types of costs in the process of project management and ways of estimating them.	
5.	Strategic controlling of the project	
6.	Operational controlling of the project	
7.	Types of budgets used in projects.	
8.	Budget techniques	
9.	Types of reports used in project controlling	
10.	Earned value (EV) technique in project management.	
11.	Project finance and corporate finance as methods of implementation of investment projects.	
12.	Financial modelling of investment projects	
13.	Cash flows in project finance and corporate finance	
14.	Methods for assessing the profitability of investments.	
15.	Risk management in an integrated approach.	
Lp.	Exercises/workshops:	Reference to the learning outcomes in question
1	Project Controlling	ZO2_W01
2	Project financing and budgeting	ZO2_W08 ZO2_U12
3	Types of costs in the process of project management and ways of their estimation	ZO2_U02
4	Types of budgets used in projects	ZO2_U01

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5	Budget techniques	ZO2_K01 ZO2_K06 ZO2_K08
6	Investment projects	
7	Assessment of investment profitability	
8	Reports used in project controlling	
9	Application of strategic and operational controlling tools in projects	
10	Tcreate project budget documentation with varying degrees of detail.	
11	Tcreate reports on the implementation of the project, including the Earned Value technique.	
12	IT programs used for project budgeting	

### VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES

Learning outcomes	Verification method	Form of classes in which EUS is verified (Learning outcome)
<b>Knowledge:</b>		
ZO2_W01 ZO2_W08	Written test + problem tasks	Lecture / Exercises
<b>Abilities:</b>		
ZO2_U12 ZO2_U02 ZO2_U01	Written test + problem tasks	Lecture / Exercises
<b>Social competences:</b>		
ZO2_K01 ZO2_K06 ZO2_K08	Written test + teamwork	Lecture / Exercises

### VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES

Learning outcomes	Unsatisfactory assessment	Grade range 3.0-3.5	Grade range 4.0-4.5	Very good rating
	The student does not know and does not understand/cannot/is not ready:	The student knows and understands / can / is ready:	The student knows and understands / can / is ready:	The student knows and understands / can / is ready:
For each of the learning outcomes identified for the Knowledge, Skills and Competences module	The student obtains less than 50% max. the number of points for a given effect	The student gets from 50 to 59% max. the number of points for a given effect on grade 3 and the student obtains from 60 to 69% max. the number of points for a given effect per grade 3.5	The student gets from 70 to 79% max. the number of points for a given effect on grade 4 and the student obtains from 80 to 89% max. the number of points for a given effect per rating 4.5	The student obtains more than 89% max. the number of points for a given effect

### VIII. STUDENT'S WORKLOAD – NUMBER OF HOURS AND BALANCE OF ECTS CREDITS

Type of activity ECTS	Student load	
	Studies Stationary	Part-time studies
Participation in didactic activities (lectures, exercises, tutorials, project,	90	60

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laboratories, workshops, seminars) – SUM of hours – from point II		
Exam/Passing	2	2
Participation in the consultation	1	1
Project / Essay		
Independent preparation for didactic classes	27	47
Preparing to pass a teaching class	30	40
<b>Total student workload (25h = 1 ECTS) TOTAL hours/ECTS</b>	<b>6ECTS/150h</b>	<b>6ECTS/150h</b>
Student load in classes in direct contact with the teacher	90	60
Student load in practical classes	30	50
Student load in practical vocational preparation classes	30	40
Student load in research preparation classes		
<b>IX. LITERATURE AND OTHER DIDACTIC MATERIALS</b>		
<b>Basic literature:</b>		
<ol style="list-style-type: none"> <li>1. Financing, budgeting and evaluation of the effectiveness of development projects, edited by Cieřlik R., Postula M., D and FIN 2016.</li> <li>2. E. Bukłaha, Managerial project controlling - concepts and research results, OW SGH, Warsaw 2019</li> </ol>		
<b>Supplementary literature:</b>		
<ol style="list-style-type: none"> <li>1. Rogowski W. Investment effectiveness account - Challenges of theory and the needs of practice, Publisher: Wolters Kluwer (2013).</li> <li>2. Listkiewicz J., Listkiewicz S., Niedziółka D., Szymczak P.: Planning, financing, valuation. Project finance, Corporate Finance., ODDK, Gdańsk 2004,</li> <li>3. Marcinek K., Foltyn-Zarychta M., Pera K., Saługa P., Tworek P., (2010), Risk in the financial evaluation of investment projects. Selected issues, University of Economics in Katowice Press, Katowice</li> </ol>		
<b>Other teaching materials:</b>		
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