



Šiauliai State University of Applied Sciences

APPLICATION FOR EXCHANGE STUDIES / TRAINEESHIP

Factsheet

List of Erasmus+ subjects for academic year of 2021-2022

Prepared on December, 2021



ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

FACTSHEET

TITLE		ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES
Country / Code		Lithuania / LTU
ERASMUS code		LT SIAULIA03

Contact Information	
Postal Address	Šiauliai State University of Applied Sciences, Aušros av. 40, 76241 Šiauliai, Lithuania
Interim Head of International Relations and Project Management Department (Institutional Coordinator)	Raminta Kudrickaitė r.kudrickaite@svako.lt +370 41 43 37 93
Advisor for Exchange students – ERASMUS+ incomings (Departmental Coordinator)	Guoda Kačinskaitė g.kacinskaite@svako.lt +370 41 43 37 93

Academic Information	
Language of Instruction	Lithuanian, English, Russian
Application procedures for Erasmus+ studies / traineeship	https://www.svako.lt/en/exchange-studies/erasmus-plus/admission-procedure-for-incoming-mobility
Information about Programs	https://www.svako.lt/en/exchange-studies/erasmus-plus/courses-for-incoming-students
Credits generally required for one semester of studies	30 ECTS (Select at least 15 ECTS of subjects from one Department)
Transcript of Records	Issued after students complete the semester's exams

Nomination and Application for Exchange Students

Nomination deadlines
31st May for Autumn semester
30th November for Spring semester

Application deadlines
30th June for Autumn semester
30th December for Spring semester

Regarding Nomination and Application deadlines please write by e-mail: g.kacinskaite@svako.lt

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

Application procedure	<ol style="list-style-type: none"> 1. Sending institution selects the Exchange students and sends the nominations (name, duration, field of studies, and email address of the nominated students) by email to g.kacinskaite@svako.lt 2. All nominated students will receive information on how to apply for exchange students after receiving nomination from the sending institution. 3. Students complete the application form and Learning agreement for studies / traineeship, print them out, sign them and send the SCAN by email to g.kacinskaite@svako.lt 4. Upon receiving the Application documents we will process the admission.
Documents required for incoming Exchange students	<ol style="list-style-type: none"> 1. Application form 2. Online Learning Agreement (https://learning-agreement.eu/) or Traditional Learning agreement for studies / traineeship
Application documents	https://svako.lt/en/exchange-studies/erasmus-plus/admission-procedure-for-incoming-mobility

Additional documents (for Acceptance and Visa Application)

Documents issued for Incoming students	<ol style="list-style-type: none"> 1. Invitation letter – issued after receiving the application form. This letter will be addressed for the University. 2. Acceptance letter – issued after receiving the Learning agreement for studies / traineeship. This letter will be addressed for the University. 3. Tarpininkavimo raštas (English – Meditorial letter) – issued after receiving copy of student passport. The Meditorial letter will be issued no earlier than 15th June for Autumn semester / 15th December for Spring semester. Meditorial letter contains information about student's studies, place of birth, Home address, accommodation address in Lithuania.
Application	All documents should be sent as a SCAN by email.

Academic Calendar

Autumn Semester	01-09-2020 – 31-01-2021
Spring Semester	07-02-2021 – 30-06-2021

Housing

	Student Dormitory
Address	M. K. Čiurlionio 20, Šiauliai

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

Website	https://www.svako.lt/en/degree-studies/accommodation-2
Accommodation costs per month	130 Euros
Accommodation includes	Kitchen, kitchen ware, shower, bed linens, cloths, towels, wi-fi, etc.
Accommodation application	Students mark the necessity for accommodation while completing the Application form

Additional information			
Departure	Upon their departure students will receive:		
	1. Certificate with the dates of mobility 2. Transcript of Records – the Receiving institution's form of TOR concerning the exams taken at the SSC		
Grading system	ECTS	Local	Definition
	A	10	EXCELLENT - outstanding performance with only minor errors
	B	9	VERY GOOD - above the average standard but with some errors
	C	8	GOOD - generally sound work with a number of notable errors
	D	7	SATISFACTORY - fair but with significant shortcomings
	E	6	SUFFICIENT - performance meets the minimum criteria
	E	5	SUFFICIENT - performance meets the minimum criteria
	FX	4	FAIL - some more work required before the credit can be awarded
	FX	3	FAIL - some more work required before the credit can be awarded
	F	2	FAIL - considerable further work is required
	F	1	FAIL - considerable further work is required
	NP	-	NOT PARTICIPATED – student did not participate in the class

Business and Accounting Department

Faculty of Business and Technology

Accounting study programme

Faculty of Business and Technologies

Business and Accounting Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Professional foreign language	English / Russian	D.Civilkienė / J.Briedytė	6	1. Introduction. Conversation over the phone. Organisation of the business meeting. 2. Business correspondence. E-mail. Etiquette of the business letter. Types of business letters. Writing a business e-mail. 3. Accounting studies. Career possibilities. Accounting. General principles of accounting. Accounting service. Audit. 4. Cash. Income and expenses. Personal finance. Finance of the enterprise. Work environment. Working conditions, obligations and payment. Economy. Types of enterprises. 5. Balance. The profit and loss statement. Cash flow statement. Annual reports. Taxes 6. Banking. Bank services. Credit. Banks in foreign countries
	Applied Mathematics	English	dr. I. Vaičiulytė	4	1. Financial calculations. Percentages. Simple and compound interest. Current and future value. 2. The matrix theory. The concept of matrix. Operations with matrices. Calculation of determinants. Finding the inverse matrix. 3. Systems of linear equations. Cramer's method. Inverse matrix method. Gauss method. Gauss-Jordan method. 4. The economic system balance. Systems of linear equations in economics. The productivity condition of Leontief model. . Linear inequalities and optimal planning. Creation of the mathematical model. Linear programming problems. Geometric interpretation. 6. The set theory. The concept of the set. Actions with sets. 7. Functions. Calculation of limits. The concept of limit, ways of expression, main characteristics. The limit of a function. Rules of calculation of limits. 9. Differential calculus: the concept of function derivative. Differentiation of functions. Application in economics.
	Management	English / Russian	dr. Ž.Kavaliauskienė / V.Latvėnienė	4	1. The essence of management. Development of management theories. 2. Classic and new managerial theories. Modern management theories: the methodology of the systematic mind activity, ontopsychology, coaching, neuro-linguistic programming 3. The conception of the organisation. Diversity of business organisation forms, peculiarities of business branches. External and internal factors of the environment of organisations. 4. Essence and classification of management functions. 5. Planning function: the planning process, management levels and hierarchy of plans, periodicity of planned activities. 6. Organizational function: the essence of organising, the management structures of the organization, delegation, organisation of management. 7. Management function: management style, management methods, motivation, conflict management, management of changes. 8. The

					control function: the importance of control, preconditions of control, control systems. 9. Managerial decisions: the decision-making process. 10. Teamwork: the conception of teamwork, individual, team and group activities. The team building process.
	Financial accounting	English	R.Bužinskienė	6	1. Accounting policy of the enterprise. The essence of accounting policy. The content of financial accounting policy. Disclosure of accounting policy. Changing of accounting policy. Essence and changing of accounting estimates. 2. Accounting of income and costs. Essence of purchase and sale processes. Key accounting indicators. Ways of continuous and periodical accounting of stock. Stock valuation methods. Recognition and accounting of income. Recognition and accounting of costs. Registration of the value added tax in accounting. 3. Accounting of long-term assets. Features of attribution of assets to long-term assets. Grouping of long-term assets in the balance sheet. Accounting of long-term intangible assets. Accounting of long-term tangible assets. Accounting of long-term financial assets. Accounting of biological assets. 4. Accounting of short-term assets. Concept and classification of short-term assets. Accounting of stock. Accounting of one-year receivables. Accounting of monetary assets. Deferred costs and accrued income. 5. Accounting of equity capital. The essence and composition of equity capital. Accounting of capital. Reserves. Calculation and distribution of earned profit. 6. Accounting of liabilities. Essence and types of liabilities. Dotations and subsidies. Provisions. Accounting of financial debts. Employment related liabilities. Accrued costs and deferred income. 7. Financial accountability. Preparation of the set of financial statements. Events after the reporting period. The content of the annual report and preparation procedure. 8. Harmonisation of calculation of taxes and their accounting with financial accounting. The essence and reasons of differences between financial and tax accountability. Accounting of permanent and temporary differences.
	Basics of Finance	English / Russian	L.Kušleikienė	4	1. Essence and role of finance. Definition of the origin of finance. The object of the science of finance. Development of the science of finance. Finance theories. Finance functions, composition and role. Monetary resources of economic entities and state. 2. The system of finance. The concept, functions of the system of finance. Operational motives of the system of finance. Functioning of the system of finance. Financial management institutions and their functions. Finance policy and finance management. 3. State budgetary system, non-budgetary funds. Description of the budget. Historical development of the budget. Origin, essence, functions of the budget, structure, principles of the budgetary system. Budget making forms, the process, stages of the budget, revenue and expenditure of state budget. Non-budgetary funds: concept, functions. Essence and functions of state finance management, state finance management institutions. 4. Cash. The time value of money. The concept of cash flow and discounting of cash flow. The present, the future value. Single and periodic cash flows. Interest calculation methods. 5. The credit system and financial institutions. The Bank of Lithuania and its role in the credit system. International financial institutions. Functions and operations of commercial

					banks. Activities of Lithuanian Central Credit Union. Credit unions, their activities and functions. Activities of payment institutions. Essence and necessity of credit, functions of credit. The credit system and its operation. Forms and types of credits. Principles of credits. Interest and the cost of credit. The loan recovery plan. The system of credit institutions. Assessment of bonds and shares.
	Tax system	English / Russian	E.Jonuškienė	6	1. The state tax system: the importance of taxes. Functions of taxes. Taxation objectives and principles. 2. The Lithuanian tax system: types of taxes and their classification. Elements of taxes. 3. Personal income tax (PIT): PIT payers, object, tariffs, the income recognition procedure, income classes, procedure of tax calculation, payment, declaration. 4. State social insurance and compulsory health insurance taxes: types of state social and compulsory health insurance, payers, object, tariffs, amount of instalments, procedure of payment, declaration. 5. Profit tax (PT): PT payers, rates, recognition of income and costs, the procedure of calculation of the taxable profit, allowable deductions and deductions of limited amounts, disallowable deductions, procedure of PT payment, declaration. 6. Value Added Tax (VAT): VAT payers, registering as the VAT payer, object of VAT, tariffs, taxable event, taxable value, VAT statement, the tax period, procedure of VAT payment, declaration. 7. Other taxes: instalments to the guarantee fund. The tax for environmental pollution. Real estate tax. Excise.
	Applied software systems	English / Russian	prof. R.Macaitienė	4	1. Preparation of data for analysis, merging of information from several different data sources. Filtering. 2. Preparation of dynamic summaries. Interactive graphic presentation of data. 3. Application of special data analysis tools (optimization problems, tables of values of functions, selection of values of function arguments, scenarios). 4. Application of functions of logic, databases, lookup and references. 5. Application of financial functions (problems on simple and compound interest, financial rent, discount, depreciation, investment analysis, loan application, devaluation and accumulation plans). 6. Computerized statistical data analysis systems. Variables. Descriptive statistics and inferential statistics. Suitability of data for the statistical analysis. Principles of analysis of results. 7. Description of variables. Calculation of characteristics of descriptive statistics, presentation of results. 8. Measures of relation of variables. Correlation and regression analysis. 9. Verification of parametric hypotheses on equality of means for dependent and independent samples. 10. Designing of structure of the databases. 11. Creation of tables and forms. Identification of relations. 12. Creation of various types of queries. 13. Preparation of reports.
	Applied research methodology	English / Russian	dr. R.Pocevičienė / V.Latvėnienė	4	1.The essence and purpose of applied research: Classification of science and research. The concept of social research. Methodological paradigms of research in social sciences. Quantitative and qualitative research. Ethics of social research. 2.Methodology of applied research and theoretical methods: Methodology – the system of knowledge. The importance of literature sources for applied research. Methods of work with scientific sources. 3. Theoretical substantiation of research: the theoretical (literature) review. Selection and formulation of the topic. The research problem. The research aim,

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

					objectives and conclusions. Selection of research methods, research procedures. Research design. 4.Respondents' selection: the probability sampling method. Non-probability sampling methods. Setting the volume of the sample. Criteria for assessment of significance of the research. Methodological mistakes of research. Assessment of the applied research. 5. Empirical methods of research: groups of data collection methods. The observation method. Experiment. Survey methods. The interview method. The document analysis method. 6. Processing of research data. Quantitative and qualitative data analysis. Descriptive statistics. Data analysis and interpretation. Presentation of results. 7.Preparation of the research report: structural parts of the research work. Structure of the introduction of the research work. The theoretical part of the research work. Conclusions, recommendations of the research work, list of bibliographic references.
	Financial analysis and management	English / Russian	R.Šivickienė	7	1. The significance of financial analysis and its place in the management system of the enterprise. 2. The object, types, ways of the financial analysis, accountability and its analysis. 3. Absolute financial indicators, their classification, assessment and provided information. Dynamic and structural analysis of financial statements. 4. Relative financial indicators, their classification, assessment and provided information 4.1. Profitability indicators 4.2. Performance efficiency indicators and their analysis 4.3. Solvency indicators (short and long term) and their analysis 4.4. Capital market indicators and their assessment 4.5. Cash flow indicators and their calculation 4.6. The analysis of probability of bankruptcy of the enterprise, performance continuity and development 5. The essence, aim, objectives, functions, decision-making areas of finance management. 6. Management of current assets (working capital, stock, account receivables, cash) 7. Management of financial resources and property of the enterprise. Price of equity capital and debt capital. 6. Evaluation of investment projects7. Management of risk of financial activities
Spring	Professional foreign language	English / Russian	D.Civilkienė / J.Briedytė	3	1. Introduction. Conversation over the phone. Organisation of the business meeting. 2. Business correspondence. E-mail. Etiquette of the business letter. Types of business letters. Writing a business e-mail. 3. Accounting studies. Career possibilities. Accounting. General principles of accounting. Accounting service. Audit. 4. Cash. Income and expenses. Personal finance. Finance of the enterprise. Work environment. Working conditions, obligations and payment. Economy. Types of enterprises. 5. Balance. The profit and loss statement. Cash flow statement. Annual reports. Taxes 6. Banking. Bank services. Credit. Banks in foreign countries
	Basics of Economics	English / Russian	R. Šivickienė	4	1.The theory of economics. Significance, aims and object of the theory of economics. 2. Demand, supply, their balance and elasticity. Market, demand and supply curves, market equilibrium. Elasticity of demand and supply, practical application of the elasticity theory. 3. Consumer behaviour and production theories. Utility and user behaviour. Production theory. The production possibilities curve. Classification of production costs. 4. Types of market structure and competition. Features of perfect

					competition, monopoly, oligopoly, monopolistic competition and their performance peculiarities. Essence of competition and impact on business. 5. Macro-economic indicators. Key macroeconomic indicators and their calculation; equilibrium national product and its changes. 6. Unemployment, inflation and fiscal policy. Employment and unemployment, inflation, stabilization policy. Essence and measures of fiscal policy. 7. Money, banks, monetary policy. International economic relations. Amount of money, essence of monetary policy. Theories, advantages, measures of international trade. Direct foreign investments.
	Financial accounting	English	R.Bužinskienė	6	1. Accounting policy of the enterprise. The essence of accounting policy. The content of financial accounting policy. Disclosure of accounting policy. Changing of accounting policy. Essence and changing of accounting estimates. 2. Accounting of income and costs. Essence of purchase and sale processes. Key accounting indicators. Ways of continuous and periodical accounting of stock. Stock valuation methods. Recognition and accounting of income. Recognition and accounting of costs. Registration of the value added tax in accounting. 3. Accounting of long-term assets. Features of attribution of assets to long-term assets. Grouping of long-term assets in the balance sheet. Accounting of long-term intangible assets. Accounting of long-term tangible assets. Accounting of long-term financial assets. Accounting of biological assets. 4. Accounting of short-term assets. Concept and classification of short-term assets. Accounting of stock. Accounting of one-year receivables. Accounting of monetary assets. Deferred costs and accrued income. 5. Accounting of equity capital. The essence and composition of equity capital. Accounting of capital. Reserves. Calculation and distribution of earned profit. 6. Accounting of liabilities. Essence and types of liabilities. Dotations and subsidies. Provisions. Accounting of financial debts. Employment related liabilities. Accrued costs and deferred income. 7. Financial accountability. Preparation of the set of financial statements. Events after the reporting period. The content of the annual report and preparation procedure. 8. Harmonisation of calculation of taxes and their accounting with financial accounting. The essence and reasons of differences between financial and tax accountability. Accounting of permanent and temporary differences.
	Marketing	English / Russian	dr. Ž.Kavaliauskienė	4	1. The concept of marketing. Aims, objectives and functions of marketing. Types of marketing. 2. The marketing environment. Global and macro environment of marketing. Microenvironment of marketing. Methods of research of marketing environment. 3. Market. The concept and types of market. Market parameters. Market segmentation. Positioning. 4. Customers' behaviour. The concept of customer behaviour, classification of customers. Loyalty of customers. 5. Market research. Market research types and methods, sources of information, the research sample. Market research report. 6. The marketing mix. The concept of the marketing mix. Elements of the marketing mix. The product and assortment. Pricing. Distribution. The support complex: advertising; personal sale; sales promotion; public relations; direct marketing. Physical evidence. Process. People. 7. The marketing plan. The structure of the

					marketing plan.
	International accounting standards	English	A.Prėskienienė	3	1. Basics of preparation and presentation of international accounting standards: IAS Board and its functions. IAS structure, updating and approval procedure. IAS application area and power. 2. Accounting policy, changes and mistakes of accounting estimates: selection application and modification of accounting policy, changing of accounting estimates. Correction of mistakes of the previous period. 3. Accounting of assets according to IAS: real estate, equipment and machinery. Intangible assets. Long-term held for sale. Stock. Investment assets. Agriculture. Reduction of value of assets. 4. Accounting of income and costs according to IAS: Income. Construction contracts. Rent. Borrowing costs. Impact of changes in foreign exchange rate on results. 5. Accounting of liabilities according to IAS: disbursements for employees. Accounting of state dotations and disclosure of state support. Profit taxes. 6. Accounting of financial instruments according to IAS: Investments in associates. Financial instruments: recognition and assessment. Consolidated and separate financial statements. Earnings per share. Share-based payment. 7. Preparation and presentation of financial statements: application of IAS for the first time. Submission of financial statements. Events after the balance sheet date. Submission of financial statements. Cash flow statements. Interim financial accountability. Operating segments.
	Management accounting	English / Russian	A.Prėskienienė	3	1. Concepts and principles of Management Accounting: information needs of management. Functions of management accounting. 2. Basics of cost accounting: classification of costs. Methodology of cost evaluation process. The full and partial cost. 3. Accounting systems of product costs: ordered system of cost accounting. Procedural system of cost accounting. 4. Management Accounting for decision-making: the concept of marginal profit. The breakeven analysis of the volume of activity. Target profit and target volume of activities. Pricing and cost justification. Basics of budget preparation: the essence of budgets, the connection with strategic aims of the enterprise. Budget structure. Creation of the system of performance budgets. Financial budget making. The analysis of deviations of budget implementation. Review of modern cost accounting systems: TOC system. ABC system
	Business economics	English / Russian	L.Kušleikienė	3	1. Business creation. The essence of business, its functions and types. The concept of entrepreneurship. Business development conditions. The concept of economic activity. Classification of types of economic activities. Forms of activity organization. Classification of business and economic entities. The conception and aims of the enterprise. 2. Business plan. Aims of preparation, stages and structure. Production plan and its creation. 3. Material resources and identification of their need. The conception of material resources. Material consumption norms. Rationing methods. Identification of the need for materials and their value. Types of stock and their planning. Planning of stock of materials. 4. Work organization, rationing and remuneration. Staff of the enterprise. Tasks of work organization. Work norms and rationing methods. Planning of the number of employees and structure. Labour productivity

					and its indicators. Principles and models of organisation of remuneration. Forms of remuneration. 5. Economic assessment of the activities of the enterprise. Costs of the enterprise and their classification. Price setting. Income and profit of the enterprise. The break-even point of costs. Analysis of economic indicators.
	Cost accounting	English	A.Prėskienienė	3	1. Introduction to cost accounting. Essence of cost accounting. General cost accounting principles. 2. Models of cost dynamics. Mixed costs. Analysis of dynamics models. Use of models for cost forecasting. 3. Standard costs. Identification of standard costs. Analysis of deviations from standards. Registration of deviations in accounting. 4. Complex costs. Combined products and by-products. Attribution of complex costs. 5. Responsibility centres. The concept, types and principles of setting. Accountability and assessment of efficiency. 6. Accounting of activity-based costs. Description of the method and application stages. Use of the method for cost optimization.
	Establishment and Control of the Budget	English	A.Prėskienienė	3	1. The essence of budgets, the link with the strategic aims of the organization. Basic concepts. Links between the strategic plan and budgets. Principles of budget making and its organisation. 2. Structure of budgets and forecasting methods. The architecture of the budget system. Forecasting methods. Assessment of the performance risk. 3. Organization of budget preparation. Preparation of procedures for budget making and implementation. Appointment of responsibility centres and responsible persons. Schedule of preparation. 4. Setting of the financial plan. Stages of setting up the plan. Identification of the demand for funding. Methodology of distribution of financial resources. 5. Setting up the system of production budgets. Peculiarities of setting up. Preparation of sales and revenue budgets. Preparation of production budget. Preparation of budget of non-production costs. Practical work in the classroom. 6. Financial budgets. The budget of performance results. The budget of cash flows and its balancing. Creation of the prognostic budget. Practical work in the classroom. 7. Control of implementation of budgets. Internal control procedures setting up budgets. The analysis of deviations of budget implementation.
	Business ethics	English	dr. Ž. Kavaliauskienė	3	1. The concept and theories of ethics. The concept of ethics and professional ethics. Professional principles and values. Theories of ethics. 2. Moral and social responsibility of the organisation. Moral and social responsibility of the organization. The concept of social responsibility. 3. Problems of ethics and their solution. The concept of the problem of ethics. The analysis of the problem of ethics. The ethical decision-making process. 4. Codes of Ethics. Aims and structure of Codes of Ethics. The concept and aims of the Code of Ethics. Form and content of codes. Administration of codes. Advantages and disadvantages of codes, their importance. The content of the Code of Ethics of professional accountants. 5. Organisation of business communication. Organisation of negotiations, meetings, conferences. Business etiquette. Requirements of business etiquette. 6. The ethics of negotiations. Motivation of unethical behaviour. Manifestation of unethical behaviour. Consequences of unethical

					behaviour.
	Audit and internal control system	Russian	K.Gideikienė	5	1. The audit system. The appearance and classification of audit. The concept, aims, objectives and functions of the audit system. Internal and external control types. Professional organizations of audit and accounting and their activities. 2. International and national regulation of audit. State audit regulations. Independent audit regulations. Internal audit regulations. Activities of auditors and audit enterprises. 3. Stages of audit performance. Planning of audit, collection of preliminary information, identification of risk areas, collection and assessment of evidence, formalisation of audit results, follow-up activities. 4. The object of audit, evidence of audit and their assessment. The object of audit, classification of audit evidence, features of audit evidence, procedures of collecting audit evidence, the auditor's work documents. 5. The selection of audit and risk of audit. The essence of audit selection, ways of audit selection and types of audit, description of audit risk, classification and assessment of audit risks. 6. Areas of financial accountability audit. Assessment of suitability and sufficiency of the accounting system. Audit of the most important clauses of financial statements. 7. Formalisation of audit results and follow-up activities. Control of performed audit. The auditor's conclusions and preparation, reconciliation and presentation of the draft report. Plan of measures for implementation of recommendations, control of its implementation. The auditor's consultations. 8. The internal control system. The concept and functions of internal control. Importance and necessity of the internal control system. Principles and stages of creating the internal control system. The structure of the internal control system. Financial control. 9. Assessment of the internal control system. Consistency of assessment of the internal control system. Methods of assessing the internal control system. The influence of the elements of the internal control system on the activities of the enterprise.
	Project management	English / Russian	R.Šivickienė	4	1. The conception of the project. The idea and environment of the project. Strategy of projects and the organization. Project management process and functions. Project management standards. 2. Planning of the project scope. Management of interested parties. Identification of project aims and objectives. Structure of work distribution. Description of task packages. Plan of scope management. Phase vs scope plans oriented to implementation. Project quality assurance and control. 3. Project time planning. Identification of duration of activity. Activity dependencies. Creation of a project timetable (PERT / CPM techniques). Critical path. 4. Project time planning using IT Tools. Use of IT tools in setting timetable of the project. 5. Planning of project costs. Costing of resources and activities. Calculation of project budget. Time and cost limits of the project. 6. The course of project implementation and control. Management of changes and control. Assessment of project progress. Verification of scope. Analysis of obtained value. Project risk. 7. Other project management issues. Management of project organization. Management of project communication. Project marketing. Project completion. 8. Writing the project proposal. Understanding of the importance of the project proposal in project management. Content of

the proposal. Avoidance of common mistakes.

Business Economics study programme

Faculty of Business and Technologies
Business and Accounting Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Foreign language	English / Russian	D.Civilkienė / J.Briedytė	6	1. Addressing forms. Education and student life in Lithuania and other countries. Student exchange. Working environment. Career opportunities. 2. Talking on the phone. Telephone conversation etiquette. Giving information on the phone. 3. Professional letters. E-mail. Letter writing etiquette. 4. Employment. Motivation Letter. Curriculum Vitae. Job interview. 5. Company structure and staff. Types of companies. Finance and Accounting Department. Small business. Buying and selling. Marketing. Accounting. Money. Financial statements and their elements. Taxes. Audit. 6. Banking. Banking services. Credit. Central Bank. The World Bank. The International Monetary Fund. Prices. Exchange and shares. Stock. 7. Economy principles. Demand and supply. Microeconomics and Macroeconomics. Business Cycle. International trade. Gross National Product. Investments. Famous economists. 8. Modern economic problems. Unemployment. Inflation and deflation. Social security. National debt. Third World debts. Money laundering. Corruption. Black market. Tax paradise
	Information technologies	English / Russian	V.Steponavičienė / I.Morkevičienė	6	1. Large-scale text document processing tools. Document templates, styles and forms. Creation of typical forms, templates of documents. Large-scale document processing. Structure of the document. The main document. Formation and update of the content. Footnotes, distinguishing marks and cross-references. Calculations in the table. Chart creation and management. 2. Processing and design technology of the documents that include calculation elements. Data formats, their edit, input control. Preparing and editing tables. Its shaping and save. Special spreadsheet tools organization. Functional groups: date and time, mathematic and trigonometric, statistical, databases, lookup and reference, text, logical, basic financial functions. Chart design and edit. Data sorting, list filtering. Cumulative intermediate calculations. Summaries of a dynamic list. 3. Preparing and editing presentations. 4. Information retrieval strategy and management of the results. Perception and setting of the need for information. Information retrieval planning. Target information retrieval using web portals. Legal information retrieval.
	Applied	English	dr. I. Vaičiulytė	4	1. Matrix theory. The concept of matrix. Actions with matrixes. Calculation of determinants.

	Mathematics				Discovery of inverse matrix, 2. Systems of linear equations. Cramer's rule. Inverse matrix method. Gauss method. Gauss– Jordan method, 3. Linear inequalities and optimal planning. The systems of linear inequalities and economic conception of business optimal planning problem and its formulation. Solution of graphic sum, 4. Set theory. The conception of a set. Operations with sets, 5. Functions. Limit calculation. The concept of function, ways of expression, function graph, key characteristics. Function limit. Limit calculation, 6. Differential calculation. The concept of function derivative. Function differentiation. Function differential. Higher order derivatives, 7. Integral calculation. The concept of indefinite integral, main features, integral chart. Function integration. Newton – Leibniz formula. Calculation of definite integral
	Management	English / Russian	dr. Ž.Kavaliauskienė / V.Latvėnienė	4	1. The essence of management. Development of management theories. 2. Classic and new managerial theories. Modern management theories: the methodology of the systematic mind activity, ontopsychology, coaching, neuro-linguistic programming 3. The conception of the organisation. Diversity of business organisation forms, peculiarities of business branches. External and internal factors of the environment of organisations. 4. Essence and classification of management functions. 5. Planning function: the planning process, management levels and hierarchy of plans, periodicity of planned activities. 6. Organizational function: the essence of organising, the management structures of the organization, delegation, organisation of management. 7. Management function: management style, management methods, motivation, conflict management, management of changes. 8. The control function: the importance of control, preconditions of control, control systems. 9. Managerial decisions: the decision-making process. 10. Teamwork: the conception of teamwork, individual, team and group activities. The team building process.
	Business Finance	English / Russian	L.Kušleikienė	6	1. The essence of finance and financial system. The essence, types and functions of finance. The concept and components of the financial system. Functioning of the financial system. 2. Credit and credit system. The essence and necessity of credit, functions of credit. Credit system and its operation. Credit forms and types. Credit principles. Interest and cost of credit. Interest rate risk and its management. Credit insurance measures. System of credit institutions. The Bank of Lithuania and its role in the credit system. Commercial banking functions and operations. Credit unions and their activities. 3. Corporate finance. The essence of corporate finance and financial relations. Manufacturing and operating costs of companies. Corporate income. Financial result and its distribution of companies. Corporate short-term and long-term assets and their funding. The cost of capital. 4. National finance. The essence, role and formation principles of the national budget. Functioning of the

					Lithuanian national budget. State budget of the Republic of Lithuania. Lithuanian municipal budgets. State and non-budgetary funds. 5. Financial and credit market. Financial and credit market concept and functions. Financial and credit market efficiency. Concept and classification of the securities market. Types and forms of securities. Essence and types of the securities portfolio.
	Management accounting	English / Russian	A.Prėskienienė	6	1. The concept and principles of management accounting. The demand for management information. The functions of management accounting, 2. The basics of cost accounting. Methodology of cost evaluation process. Complete and partial cost price. Implementation of management accounting system in a company, 2. The basics of cost accounting. Methodology of cost evaluation process. Complete and partial cost price. Implementation of management accounting system in a company, 3. The systems of product cost accounting. Job-costing accounting system. Process-costing accounting system, 4. Management accounting for decision grounding. The concept of profit and marginal profit. The analysis of activity extent turning– point. Target profit and target activity extent. Price substantiation. Target pricing. Price under inflation conditions. The analysis of price policy, 5. Management decision grounding cases. Evaluation of unprofitable product or activity. Evaluation of production alternatives. Evaluation of material replacement effectiveness. Selection of technological option, 6. Basics of budget development. The essence of budgets, relation with company strategic goals. Budget development organization. Budget structure and forecasting methods, 7. Budget development and control. Development of activity budget system. Financial budget development. Budget implementation control and deviation analysis, 8. Modern cost accounting systems. TOC system. ABC system
	Investment economy	English / Russian	R.Šivickienė	6	Investment description and types: economic point of investments. Classification and types of investments and investors. Capital investment decision-making process. Evaluation of the investment project efficiency: investment project efficiency evaluation methods. Project cash flows. Profitability methods. Cash flow methods. Discounted cash flow methods (investment payback time, investment profitability index, net current value, internal rate of return, modified internal rate of return). Investment risk evaluation: investment risk management. Uncertainty and risk evaluation methods (sensitivity analysis, scenario analysis, break point analysis, modeling, and others.). Capital structure decisions. Long-term investment financing sources and their pricing: long-term financing sources. Pricing of borrowed funding sources. Pricing of own funding sources. Financial investment evaluation: investments in shares. Share evaluation methods. Investments in bonds. Bond evaluation. Investment portfolio management. Profitability of portfolios. Portfolio risk.

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

	Applied research methodology	English / Russian	dr. R.Pocevičienė / V.Latvėnienė	4	1. The essence and the role of applied research. Science and research classification. The concept of social research. The paradigms of social sciences research methodology. Qualitative and quantitative research. Ethics of social research, 2. Applied research methodology and theoretical methods. Methodology – knowledge system. The role of the analysis of literature resources on applied research. Methods of work with scientific resources, 3. Theoretical reasoning of a research. Theoretical (literature) overview. Topic selection and formulation. Research problem. Research aim, objectives and selection of procedures. Research design. Conclusions, 4. Selection of the respondents. Probability sampling methods. Non-probability sampling methods. Determination of sample volume. Research importance assessment criteria. Research methodological mistakes. Assessment of applied research, 5. Research empirical methods. Groups of data collection methods. Observation method. Experiment. Survey methods. Interview method. Document analysis method, 6. Processing of research data. Quantitative and qualitative data analysis. Descriptive statistics. Data analysis and interpretation. Result presentation, 7. Research report development. Parts of research work structure. The structure of research work introduction. Theoretical part of research work. Research part of the research work. Conclusions, recommendations, references of the research work
Spring	Foreign language	English / Russian	D.Civilkienė / J.Briedytė	3	1. Addressing forms. Education and student life in Lithuania and other countries. Student exchange. Working environment. Career opportunities. 2. Talking on the phone. Telephone conversation etiquette. Giving information on the phone. 3. Professional letters. E-mail. Letter writing etiquette. 4. Employment. Motivation Letter. Curriculum Vitae. Job interview. 5. Company structure and staff. Types of companies. Finance and Accounting Department. Small business. Buying and selling. Marketing. Accounting. Money. Financial statements and their elements. Taxes. Audit. 6. Banking. Banking services. Credit. Central Bank. The World Bank. The International Monetary Fund. Prices. Exchange and shares. Stock. 7. Economy principles. Demand and supply. Microeconomics and Macroeconomics. Business Cycle. International trade. Gross National Product. Investments. Famous economists. 8. Modern economic problems. Unemployment. Inflation and deflation. Social security. National debt. Third World debts. Money laundering. Corruption. Black market. Tax paradise
	Financial accounting	English / Russian	dr. R.Bužinskienė / A.Barysaitė	8	1. Financial accounting information formation. Regulation of financial accounting. The essence and importance of financial accounting information. Financial accounting regulation, the policy of accounting, 2.Fixed (IT) asset accounting. Legal acts, regulating fixed asset accounting. IT composition and acknowledgement in accounting, acquisition and manufacturing cost price, acquisition costs, extra costs, maintenance, depreciation and

					<p>write-off accounting. Asset depreciation calculation methods and their comparison, 3. Current asset (TT) accounting. Legal acts, regulating current asset accounting. The description and importance of current asset. Stock and the ways of stock accounting. Stock evaluation methods. Comparison of stock evaluation methods, their advantages and disadvantages. Advance payment accounting. Short-term liabilities to the company accounting. Accounts receivable accounting. Cash accounting, 4. Owner's equity, profit distribution and liabilities accounting. The structure of owner's equity. Share premium. Reserves, their constitution. Provisions and their accounting. Accounting of grants and subsidies. Profit allocation. Company current and long-term liabilities and their accounting, 5. Purchase and sales accounting. Discounts, refunds, impact of currency rate. Value added tax (VAT) accounting order, 6. Salary/wage accounting. The order of salary/wage accounting. Accounting order of average salary/wage. Salary/wage deductions. Order of payroll development. Order of tax record in accounting, related with salary/wage, 7. Income and expenses accounting. Income and expenses registration, distribution in profit (loss) account and closing of accounts, 8. The set of financial statements. Annual financial statement development. Preparation of the set of financial statements. The importance and requirements of annual report</p>
	Economic analysis of enterprises	English / Russian	R.Šivickienė	4	<p>1. Theoretical fundamentals of economic analysis: Content, subject, objectives and principles of the economic analysis. Methods of the economic analysis2. Company fixed asset analysis: Analysis of the fixed asset composition, structure, dynamics and technical status. Fixed asset operation analysis. Fixed asset efficiency (turnover) rates. Technological equipment usage data and their analysis. 3. Company's current asset analysis: Current asset efficiency (turnover) rates. Current asset usage efficiency analysis. Material acquisition, storage and consumption analysis. 4. Labor resources analysis: Analysis of the number, structure and composition of employees. Labor productivity indicators and their analysis. Working time consumption analysis. Payroll fund analysis. 5. Production manufacturing and sales analysis: Analysis of the volume, structure and range of production. Analysis of the production quality. Analysis of the factors affecting the production volume6. Cost analysis: Analysis of cost structure and dynamics. Analysis of fixed and variable expenses. Analysis of direct and extra production costs. Analysis of production net cost. Analysis of the cost norms. 7. Profit analysis: Analysis of income structure and dynamics. Profit factor analysis. 8. Analysis of interrelations among costs, profit, prices and other indicators: Calculation of zero point profitability, analysis of the factors affecting zero point profitability. 9. Profitability analysis: Sales profitability analysis. Asset profitability analysis. Capital profitability analysis10. Solvency analysis of the company: Short-term solvency analysis. Long-term solvency analysis.</p>

	Tax system	English / Russian	E.Jonuškienė	4	1. The state tax system: the importance of taxes. Functions of taxes. Taxation objectives and principles. 2. The Lithuanian tax system: types of taxes and their classification. Elements of taxes. 3. Personal income tax (PIT): PIT payers, object, tariffs, the income recognition procedure, income classes, procedure of tax calculation, payment, declaration. 4. State social insurance and compulsory health insurance taxes: types of state social and compulsory health insurance, payers, object, tariffs, amount of instalments, procedure of payment, declaration. 5. Profit tax (PT): PT payers, rates, recognition of income and costs, the procedure of calculation of the taxable profit, allowable deductions and deductions of limited amounts, disallowable deductions, procedure of PT payment, declaration. 6. Value Added Tax (VAT): VAT payers, registering as the VAT payer, object of VAT, tariffs, taxable event, taxable value, VAT statement, the tax period, procedure of VAT payment, declaration. 7. Other taxes: instalments to the guarantee fund. The tax for environmental pollution. Real estate tax. Excise.
	International economics	English / Russian	R.Šivickienė	3	International economic essence and peculiarities. International economic sphere, its subjects. Interaction between international economy and international political factors. International trade policy, its forms and control measures. International trade policy forms. International trade regulation applying the tariff method. Non-tariff international trade regulation techniques. Balance of payments. The concept of balance of payments and its making methodology. Accounts of balance of payments and their specifications. Double entry principle in the balance of payments. Factors affecting the balance of payments. International currency system and payments. Foreign exchange market and its functions. Exchange rate determination methods and factors affecting the exchange rate. Currency transactions. The influence of exchange rate change on prices and international trade conditions. International trade payment terms and techniques. International movement of capital. Causes and consequences of international movement of production factors. Forms of international capital. Reasons for the creation of transnational corporations and direct foreign investments. International labor force migration. International labor force migration causes. Economic consequences of international labor force migration. International labor force migration state regulation International policy coordination. The role of international organizations in international economic relations. Globalization and integration. GATT and WTO functions and the role in international trade regulation. The World Bank. The International Monetary Fund. Regional institutions.
	Marketing	English	dr. Ž.Kavaliauskienė	4	1. The conception of marketing. Marketing aims, objectives, function. Marketing types, 2. Marketing environment. Marketing macro environment. Marketing microenvironment.

					Marketing environment research methods, 3. Market. Market concept and types. Market parameters. Market segmentation. Positioning, 4. Consumer behaviour. The concept of consumer behaviour, consumer classification. Consumer loyalty, 5. Market research. Market research types and methods, information resources, research sample. Market research report, 6. Marketing complex. The conception of marketing complex. Marketing complex elements. Product and assortment. Pricing. Distribution. Promotion complex: advertising; personal sale; sale promotion; public relations; direct marketing. Physical evidence. Process. People, 7. Marketing plan. Marketing plan structure
	Foreign language	English / Russian	D.Civilkienė / J.Briedytė	3	1. Addressing forms. Education and student life in Lithuania and other countries. Student exchange. Working environment. Career opportunities. 2. Talking on the phone. Telephone conversation etiquette. Giving information on the phone. 3. Professional letters. E-mail. Letter writing etiquette. 4. Employment. Motivation Letter. Curriculum Vitae. Job interview. 5. Company structure and staff. Types of companies. Finance and Accounting Department. Small business. Buying and selling. Marketing. Accounting. Money. Financial statements and their elements. Taxes. Audit. 6. Banking. Banking services. Credit. Central Bank. The World Bank. The International Monetary Fund. Prices. Exchange and shares. Stock. 7. Economy principles. Demand and supply. Microeconomics and Macroeconomics. Business Cycle. International trade. Gross National Product. Investments. Famous economists. 8. Modern economic problems. Unemployment. Inflation and deflation. Social security. National debt. Third World debts. Money laundering. Corruption. Black market. Tax paradise
	Financial accounting	English / Russian	dr. R.Bužinskienė / A.Barysaitė	8	1. Financial accounting information formation. Regulation of financial accounting. The essence and importance of financial accounting information. Financial accounting regulation, the policy of accounting, 2.Fixed (IT) asset accounting. Legal acts, regulating fixed asset accounting. IT composition and acknowledgement in accounting, acquisition and manufacturing cost price, acquisition costs, extra costs, maintenance, depreciation and write-off accounting. Asset depreciation calculation methods and their comparison, 3. Current asset (TT) accounting. Legal acts, regulating current asset accounting. The description and importance of current asset. Stock and the ways of stock accounting. Stock evaluation methods. Comparison of stock evaluation methods, their advantages and disadvantages. Advance payment accounting. Short-term liabilities to the company accounting. Accounts receivable accounting. Cash accounting, 4. Owner's equity, profit distribution and liabilities accounting. The structure of owner's equity. Share premium. Reserves, their constitution. Provisions and their accounting. Accounting of grants and subsidies. Profit allocation. Company current and long-term liabilities and their accounting, 5. Purchase and sales

					accounting. Discounts, refunds, impact of currency rate. Value added tax (VAT) accounting order, 6. Salary/wage accounting. The order of salary/wage accounting. Accounting order of average salary/wage. Salary/wage deductions. Order of payroll development. Order of tax record in accounting, related with salary/wage, 7. Income and expenses accounting. Income and expenses registration, distribution in profit (loss) account and closing of accounts, 8. The set of financial statements. Annual financial statement development. Preparation of the set of financial statements. The importance and requirements of annual report
	Economic analysis of enterprises	English / Russian	R.Šivickienė	4	1. Theoretical fundamentals of economic analysis: Content, subject, objectives and principles of the economic analysis. Methods of the economic analysis2. Company fixed asset analysis: Analysis of the fixed asset composition, structure, dynamics and technical status. Fixed asset operation analysis. Fixed asset efficiency (turnover) rates. Technological equipment usage data and their analysis. 3. Company's current asset analysis: Current asset efficiency (turnover) rates. Current asset usage efficiency analysis. Material acquisition, storage and consumption analysis. 4. Labor resources analysis: Analysis of the number, structure and composition of employees. Labor productivity indicators and their analysis. Working time consumption analysis. Payroll fund analysis. 5. Production manufacturing and sales analysis: Analysis of the volume, structure and range of production. Analysis of the production quality. Analysis of the factors affecting the production volume6. Cost analysis: Analysis of cost structure and dynamics. Analysis of fixed and variable expenses. Analysis of direct and extra production costs. Analysis of production net cost. Analysis of the cost norms. 7. Profit analysis: Analysis of income structure and dynamics. Profit factor analysis. 8. Analysis of interrelations among costs, profit, prices and other indicators: Calculation of zero point profitability, analysis of the factors affecting zero point profitability. 9. Profitability analysis: Sales profitability analysis. Asset profitability analysis. Capital profitability analysis10. Solvency analysis of the company: Short-term solvency analysis. Long-term solvency analysis.
	Tax system	English / Russian	E.Jonuškienė	4	1. The state tax system: the importance of taxes. Functions of taxes. Taxation objectives and principles. 2. The Lithuanian tax system: types of taxes and their classification. Elements of taxes. 3. Personal income tax (PIT): PIT payers, object, tariffs, the income recognition procedure, income classes, procedure of tax calculation, payment, declaration. 4. State social insurance and compulsory health insurance taxes: types of state social and compulsory health insurance, payers, object, tariffs, amount of instalments, procedure of payment, declaration. 5. Profit tax (PT): PT payers, rates, recognition of income and costs, the procedure of calculation of the taxable profit, allowable deductions and deductions of limited amounts, disallowable deductions, procedure of PT payment, declaration. 6. Value

					Added Tax (VAT): VAT payers, registering as the VAT payer, object of VAT, tariffs, taxable event, taxable value, VAT statement, the tax period, procedure of VAT payment, declaration. 7. Other taxes: instalments to the guarantee fund. The tax for environmental pollution. Real estate tax. Excise.
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ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

Finance study programme

Faculty of Business and Technologies
Business and Accounting Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Business and finance foreign language	English / Russian	D.Civilkienė / J.Briedytė	6	1. Introduction. Career possibilities. Work environment. Telephoning. Arrangement of a business meeting 2. Business correspondence. Electronic mail. Etiquette of a business letter. Looking for a job. Employment. CV (Curriculum Vitae). Application letter 3. Money. The accounts department. Companies, their structure and staff. Types of companies. Buying and selling. Marketing 4. Accounting. Balance sheet. Annual report. Profit and loss account. Elements of financial accounts. Financial and management accounting. Economics. Finance
	Management accounting	English / Russian	A.Prėskienienė	5	1. The concept and principles of management accounting. The demand for management information. The functions of management accounting, 2. The basics of cost accounting. Methodology of cost evaluation process. Complete and partial cost price. Implementation of management accounting system in a company, 2. The basics of cost accounting. Methodology of cost evaluation process. Complete and partial cost price. Implementation of management accounting system in a company, 3. The systems of product cost accounting. Job–costing accounting system. Process–costing accounting system, 4. Management accounting for decision grounding. The concept of profit and marginal profit. The analysis of activity extent turning– point. Target profit and target activity extent. Price substantiation. Target pricing. Price under inflation conditions. The analysis of price policy, 5. Management decision grounding cases. Evaluation of unprofitable product or activity. Evaluation of production alternatives. Evaluation of material replacement effectiveness. Selection of technological option, 6. Basics of budget development. The essence of budgets, relation with company strategic goals. Budget development organization. Budget structure and forecasting methods, 7. Budget development and control. Development of activity budget system. Financial budget development. Budget implementation control and deviation analysis, 8. Modern cost accounting systems. TOC system. ABC system
	Economics	English / Russian	R.Šivickienė	6	1. The theory of economics. The importance, goals and object of the theory of economics, 2. Demand, supply, their equilibrium and elasticity. Market, the graphs of demand and supply, balance in the market. Elasticity of demand and supply, practical application of elasticity theory, 3. Consumer behaviour and production theories. Usefulness and consumer behaviour. Production

					theory. The graph of production opportunities. Classification of production costs, 4. The types of market structure and competition. The features of perfect competition, monopoly, oligopoly, monopolistic competition and the peculiarities of their activity. The essence of competition and its influence on business, 5. National economic system and key macroeconomic indicators. National economic system, sectors, economic policy and the strategy of economic development. Key macroeconomic indicators and the ways of their calculation. The essence of business cycles, 6. Unemployment, inflation and fiscal policy. Employment and unemployment, inflation, stabilization policy. The essence and measures of fiscal policy, 7. Money, banks and monetary policy. International economic relations. The amount of money, banks and their functions, the essence of monetary policy. Advantages of international trade, Lithuanian foreign policy. Direct foreign investments. Sustainable economic development
	Applied Mathematics	English	dr. I. Vaičiulytė	4	1. Matrix theory. The concept of matrix. Actions with matrixes. Calculation of determinants. Discovery of inverse matrix, 2. Systems of linear equations. Cramer's rule. Inverse matrix method. Gauss method. Gauss– Jordan method, 3. Linear inequalities and optimal planning. The systems of linear inequalities and economic conception of business optimal planning problem and its formulation. Solution of graphic sum, 4. Set theory. The conception of a set. Operations with sets, 5. Functions. Limit calculation. The concept of function, ways of expression, function graph, key characteristics. Function limit. Limit calculation, 6. Differential calculation. The concept of function derivative. Function differentiation. Function differential. Higher order derivatives, 7. Integral calculation. The concept of indefinite integral, main features, integral chart. Function integration. Newton – Leibniz formula. Calculation of definite integral
	Management	English / Russian	dr. Ž.Kavaliauskienė / V.Latvėnienė	4	1. The essence of Management. Development of management theories. Modern management theories: methodology of systematic thought, ontopsychology, coaching, neuro–linguistic programming, 2. Concept of organization. Variety of business organization forms, peculiarities of business branches, 3. Management functions: Planning, Organization, Management, leadership, Motivation, Control, 4. Management solutions. The content of decision making process. Ways and methods of decision making, implementation stages, 5. Management of changes. Types of changes, content and the reasons of their appearance. The factors of success of the changes
	Marketing	English	dr. Ž.Kavaliauskienė	4	1. The conception of marketing. Marketing aims, objectives, function. Marketing types, 2. Marketing environment. Marketing macro environment. Marketing microenvironment. Marketing environment research methods, 3. Market. Market concept and types. Market parameters. Market segmentation. Positioning, 4. Consumer behaviour. The concept of consumer behaviour, consumer classification. Consumer loyalty, 5. Market research. Market research types and methods, information resources, research sample. Market research report, 6. Marketing complex.

					The conception of marketing complex. Marketing complex elements. Product and assortment. Pricing. Distribution. Promotion complex: advertising; personal sale; sale promotion; public relations; direct marketing. Physical evidence. Process. People, 7. Marketing plan. Marketing plan structure
	Tax system	English / Russian	E.Jonuškienė	5	1. State tax system. The importance of taxes. Tax functions. Taxation goals and principles, 2. Lithuanian tax system. Types of taxes and their classification. Tax elements, 3. Personal income tax: payers, object, rates, order of income acknowledgement, income classes, order of tax calculation, deposit payment, the order of declaration, 4. State social and compulsory health care insurance taxes. Types of social insurance, tax payers, the amount of the, instalments, the order of payment, declaration. Types of health insurance, object, tax payers, rates, the order of payment, 5. Profit tax (PM). PM payers, rates, acknowledgement of income and expenses, order of calculation of taxable profit, allowable deductions and allowable deductions of limited amounts, not allowable deductions, order of PM payment, declaration order, 6. Value added tax (VAT). VAT payers, registration as a VAT payer, VAT object, chargeable event, chargeable amount, VAT deduction, VAT rates, tax period, VAT payment and declaration terms, 7. Other taxes. Payments into guaranty fund. Tax on environmental pollution. Real estate tax. Excise duties
	Internal control and financial audit	Russian	K.Gideikienė	5	1. Internal control. The importance, concept, functions and aims of internal audit, factors, having influence on internal control, forms of internal control, 2. The structure of internal control system. The elements of internal control system: control environment, risk evaluation, control procedures, information provision and communication, monitoring. The principles of effective control development. The concept of financial control, control system, Institutions of financial control and audit, 3. Evaluation of internal control system. Ways, methods, tools and stages of internal control system evaluation. The design of internal control system in an organization. External and internal audit, 4. Areas of financial audit and the place in audit system. The concept, role, aims, objectives of financial audit. Financial statement audit areas. The place of financial audit in audit system. Legal regulation of financial audit. The provisions of auditors' ethics and auditors' responsibility, 5. The stages of financial audit. Audit strategy. Collection of information about customer's business. Audit planning. Audit evidence obtaining. Examination. Preparation of auditor's report., 6. Selection and analysis of financial data. The concept and stages of audit selection. Audit risk conception and classification. Audit risk evaluation. The conception of audit evidence and features. Audit evidence obtaining techniques and valuation. Audit procedures. Audit tests. Errors and frauds, 7. Peculiarities of the audit of separate areas of financial statements. Audit of balance articles. The audit of income and expenses. Tax audit. The audit of other transactions and events, 8. Generalization and formalization of the audit results. Auditor's work result formalization

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

					documents and their importance. Key parts of auditor's conclusions. Types of auditor's conclusions. Auditor's report
	Applied research methodology	English / Russian	dr. R.Pocevičienė / V.Latvėnienė	4	1. The essence and the role of applied research. Science and research classification. The concept of social research. The paradigms of social sciences research methodology. Qualitative and quantitative research. Ethics of social research, 2. Applied research methodology and theoretical methods. Methodology – knowledge system. The role of the analysis of literature resources on applied research. Methods of work with scientific resources, 3. Theoretical reasoning of a research. Theoretical (literature) overview. Topic selection and formulation. Research problem. Research aim, objectives and selection of procedures. Research design. Conclusions, 4. Selection of the respondents. Probability sampling methods. Non–probability sampling methods. Determination of sample volume. Research importance assessment criteria. Research methodological mistakes. Assessment of applied research, 5. Research empirical methods. Groups of data collection methods. Observation method. Experiment. Survey methods. Interview method. Document analysis method, 6. Processing of research data. Quantitative and qualitative data analysis. Descriptive statistics. Data analysis and interpretation. Result presentation, 7. Research report development. Parts of research work structure. The structure of research work introduction. Theoretical part of research work. Research part of the research work. Conclusions, recommendations, references of the research work
Spring	Business and finance foreign language	English / Russian	D.Civilkienė / J.Briedytė	6	Taxes. Audit. Prices. Securities. Insurance. Financial institutions. Banking. Bank services. Bank accounts. Insurance. Leasing. Credit. Banks in foreign countries
	Finance	English / Russian	L.Kušleikienė	6	1. The essence and role of finance. Definition of the origin of finance. The object of finance discipline. The development of finance discipline. Finance theories. Functions, composition and role of finance. Monetary resources of business entities and the state, 2. Financial system. The conception of financial system, functions. The reasons of financial system operation. The functioning of financial system. Finance management institutions and their functions. Finance policy and finance management, 3. State budget system, non–budget funds. Budget description. Budget historical development. Budget origin, essence, functions, the structure of budget system, principles. Forms of budget establishment, budget process, stages, state budget income and expenses. Non–budget funds: concept, functions. The essence and functions of state finance management, state finance management institutions, 4. Money. Time value of money. The conception of cash flow and cash flow discounting. Current, future value. Single and periodic cash flows. Methods of interest calculation, 5. Crediting system and financial institutions. The Bank of Lithuania and its role in crediting system. The functions and banking operations of commercial

					banks. The activity of Lithuanian central Credit union. Credit unions, their activity and functions. The activity of payment institutions. The essence of credit and necessity, credit functions. Crediting system and its operation. Credit forms and types. Crediting principles. Interest and credit pricing. Interest rate risk and its management. Loan repayment plan. The tools of credit insurance. The system of credit institutions. Valuation of bonds and shares
	Business ethics	English	dr. Ž.Kavaliauskienė / V.Latvėnienė	3	1. The concept of ethics and theories. The concept of business ethics. Professional principles and values. Ethical theories, 2. Organization moral and social responsibility. Business moral responsibility. Social responsibility of a business organization. The conception of business social responsibility, 3. Ethical problems. The process of ethical solution adoption. The concept of ethical problem. The analysis of an ethical problem, 4. Codes of ethics. Goals and structure of the codes of ethics. The concept and goals of the code of ethics. The form and content of the codes. Code administration. Advantages and disadvantages of the codes, their importance, 5. Organization of business communication. Organization of negotiations, meetings, conferences. Business etiquette. The requirements of business etiquette, 6. Negotiation ethics. Motivation of unethical behaviour. Exhibition of unethical behaviour. The consequences of unethical behaviour
	Financial Analysis	English / Russian	R.Šivickienė	6	1. The essence of financial analysis. The importance, aims and objectives of financial analysis. Financial analysis organization. Information resources of financial analysis. The users of financial analysis information, 2. Methods and ways of financial analysis. Methods of financial analysis. Logical, econometric, heuristic and graphic types of financial analysis. Vertical and horizontal analysis of financial statement data, 3. Indicators of activity profitability. The analysis of company profit indicators. Profit and its economical importance. Profit constitution and structure. The analysis of profit (loss) statement. Profit factors and segment analysis. The role of profitability indicators. The analysis of sales profitability indicators. Indicators of the level of expenses and their impact upon profitability. Analysis of asset and equity profitability indicators, 4. Asset operation analysis and efficiency indicators. Composition of fixed asset. Analysis of fixed asset. Analysis of fixed asset operation efficiency. Company current asset composition. Current asset analysis. Current asset dynamics analysis, following the elements. Current asset turnover rate. Customer liability turnover rate. Credit liability turnover rate. Calculation of activity and financial cycles. Company investments into current assets, 5. Company financial situation assessment. Analysis of company financial stability. The essence of company financial stability analysis. Interpretation of the terms liquidity and solvency. Short-term solvency ratios and their assessment. Working capital analysis. Description of long-term solvency ratios. The analysis of the relation between profitability and solvency ratios. Company bankruptcy probability analysis. Company bankruptcy and the necessity of its analysis. Employment of financial relative ratio

					system (models) for bankruptcy identification. Company financial situation assessment, 6. The analysis of cash flow statement. The analysis of cash flow statement according to the activities. The analysis of cash flow statement, taking advantage of relative ratios
	Finance and Investment Management	English / Russian	R.Šivickienė	6	1. The essence and principles of finance management. Finance management functions, importance and essence. Interaction of business strategy and finance management. The principles of finance management, 2. External and internal finance management environment. General analysis of economical environment. Branch analysis. Company analysis, 3. Company finance planning and forecasting. The process of financial forecasting, planning and control; financial forecasting, its principles and models, 4. Company asset management. Cash management; stock management; debt management; working capital management, 5. The price of capital. Capital expenses: equity capital and borrowed capital (cost/price) calculation technique; weighted-average cost of capital (WACC) calculation technique, 6. Company value management. Models of company. The factors of company value. Market value added. Economic value added, 7. Company funding resources. The relation between funding resources and capital. Own funding resources. Borrowed long-term and short-term funding resources, 8. Capital structure formation and management. The concept of capital structure. The impact of industry branch upon capital structure. Corrected current value. Capital structure management and its effect on company value, 9. Risk and profitability. The concepts of risk and uncertainty. Risk factors and their classification. Valuation of portfolio effectiveness, 10. Business investment valuation. Long-term investments and their classification; investment valuation methods; the period of investment pay off, net current value, internal rate of return, modified internal return rate, 11. Business investment risk management. The process of investment risk management; methods of investment risk valuation: sensibility analysis, reliability equivalents, scenario analysis, probability method,
	Financial Markets	English / Russian	L.Kušleikienė	6	1. The concept of financial markets, importance and classification. The functions and role of financial markets in economy. The theories of financial markets. Financial asset, its characteristics. Flow of funds in financial markets, direct and indirect financing. Participants of financial markets. Classification of financial markets, 2. Functioning and regulation of financial markets. Financial markets regulation mechanism. Financial markets regulation in the EU 3. Securities and other financial instruments. Conception of securities and financial instruments. The characteristics, evaluation of liability, equity and derivative financial instruments. The dependence of the price of a security upon its characteristics. The methods of setting the value of securities. The ways of circulation, trading and settlement, 4. Financial intermediaries, peculiarities of their activity. Financial institutions in Lithuania. Depository and non-depository

					financial institutions. Investment funds. Types of investment funds according to their portfolio and risk. The concept and types of investment companies. Alternative investment funds, . Securities portfolio formation and management principles. Securities portfolio formation stages. The process and management principles of securities portfolio. Optimal portfolio selection techniques. Profitability, risk and liquidity of securities portfolio. Overall and systemic risk indicators"
	Inovations and project management	English / Russian	R.Šivickienė	6	Innovation process. Concept of innovation. Classification of innovations. Implementation of innovations, Project concept. Conception of project. Classification and features of projects. Cycle of project life, Project development. Selection of project ideas. Project planning, Project management. Event management. Management of information and environment. Management of costs and risks. Project team, Project funding. Instruments. Sources. Organization of funding, Project proposal. Development of proposals. Forms of proposals. Assessment of proposal. Criteria of successful project
	Financial accounting	English	R.Bužinskienė	5	1. Financial accounting information formation. Regulation of financial accounting. The essence and importance of financial accounting information. Financial accounting regulation, the policy of accounting, 2.Fixed (IT) asset accounting. Legal acts, regulating fixed asset accounting. IT composition and acknowledgement in accounting, acquisition and manufacturing cost price, acquisition costs, extra costs, maintenance, depreciation and write-off accounting. Asset depreciation calculation methods and their comparison, 3. Current asset (TT) accounting. Legal acts, regulating current asset accounting. The description and importance of current asset. Stock and the ways of stock accounting. Stock evaluation methods. Comparison of stock evaluation methods, their advantages and disadvantages. Advance payment accounting. Short-term liabilities to the company accounting. Accounts receivable accounting. Cash accounting, 4. Owner's equity, profit distribution and liabilities accounting. The structure of owner's equity. Share premium. Reserves, their constitution. Provisions and their accounting. Accounting of grants and subsidies. Profit allocation. Company current and long-term liabilities and their accounting, 5. Purchase and sales accounting. Discounts, refunds, impact of currency rate. Value added tax (VAT) accounting order, 6. Salary/wage accounting. The order of salary/wage accounting. Accounting order of average salary/wage. Salary/wage deductions. Order of payroll development. Order of tax record in accounting, related with salary/wage, 7. Income and expenses accounting. Income and expenses registration, distribution in profit (loss) account and closing of accounts, 8. The set of financial statements. Annual financial statement development. Preparation of the set of financial statements. The importance and requirements of annual report

International Business study programme

Faculty of Business and Technologies
Business and Accounting Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Business foreign language	English / Russian	D.Civilkienė / J.Briedytė	3	1. Qualities of Business management employee and qualification requirements, responsibilities. Business environment. Leadership. Communication culture. Ethics. Cultural differences in business communication. Career opportunities, 2. Job search. Employment documents. Job Interview, 3. International Business. Online Business. Information Technology in Business. Wholesale, retail. Imports. Export Sales methods
	Economics	English / Russian	R.Šivickienė	6	Introduction to Economics. Concept, object, problem of economics and systems of economics. Laws of economics. Role of State in Economics, 2. Concept of market mechanism. Market concept and functions. Markets for goods (services) and resources. Demand and supply, market equilibrium. Demand and supply elasticity, 3. Consumer behavior. Satisfying user needs. Marginal utility theory, consumer indifference theory, Engel's law, Giffen's paradox, 4. Production theory and production costs. Production Resources, Production Function and Production Resources Market, Company Production Results. Classification and calculation of production costs, production cost curves and company production development curves, 5. Type of market structure and competition. Features of perfect competition, monopoly, oligopoly, monopoly competition and their peculiarities. The essence of competition and its impact on business, 6. Macroeconomic indicators. Basic macroeconomic indicators and their calculation. Economic Fluctuations, 7. Fiscal and Monetary Policy. Essence and means of fiscal and monetary policy, 8. Labor market and unemployment. Problems of labor market functioning, types of unemployment and inflation, relation between inflation and unemployment, 9. International economic relations: international trade regimes, international trade regulation measures. Currency Market, 10. Economic Growth: Economic Development Cycles. Impact of the economic situation in the country and the world on business decisions
	Statistics	English / Russian	prof. Renata Macaitienė / F.Smolenskienė	4	1. Methodological and organisational principles of statistics. Work organisation and principles, aims, functions. Statistic observation, classification and goals. Program and methodological observation questions. 2. Data Clustering and Presentation. Data clustering objectives, the methods and stages. Clustering features, groups (range) setting. Statistical tables. Graphic depiction of statistical data. 3.

					Absolute and relative statistical values. Absolute values, their types and units of measurement Relative sizes and types of use. 4. Averages and statistics, the variation rates. Types of averages and methods of calculations. The quantitative and qualitative characteristics of variation indicators 5. Dynamic Expression Research. Dynamic line concept and principles of work. Indicators of Analytical Dynamics Line 6. Statistical hypothesis The concept of statistical hypotheses Parametric hypothesis testing. 7. Expression of mutual relations. Methods of analyses of expression of mutual relations.
	Business Mathematics	English	dr. I. Vaičiulytė	4	1. Financial calculations. Interest. Recurring payments. Future Value. Present value. Tasks of capital accumulation. Problems of Credit Repayment, 2. 2. Matrix Theory. The concept of matrix. Actions with matrices. Calculation of determinants. Finding Inverse Matrix, 3. 3. Systems of linear equations. Kramer's method. Inverse matrix method. The Gaussian method. Gaussian and Gordan method, 4. 4. Mathematical models of optimization problems. Concept of economic optimization tasks. The task of rational utilization of production capacity. Mixtures (task of alloys). The task of production planning. Distribution (transport) problem, 5. 5. Problems of linear programming in business environment. Systems of linear inequalities and economic concept of linear programming problem in business and its formulation. Geometric Interpretation, 6. 6. Practical solution of the tasks of linear programming in a particular business situation with the help of IT. Computerized problem solving: problem model preparation, solver application, 7. 7. Function limit. Concept of function, ways of expression. Calculation of function boundaries. Applications, 8. 8. Differential Calculus. Derivative and differential functions, rules and applications of differential calculus. Higher order derivatives
	Management	English / Russian	dr. Ž.Kavaliauskienė / V.Latvėnienė	5	1. The essence of management. Development of management theories. 2. Classic and new managerial theories. Modern management theories: the methodology of the systematic mind activity, ontopsychology, coaching, neuro-linguistic programming 3. The conception of the organisation. Diversity of business organisation forms, peculiarities of business branches. External and internal factors of the environment of organisations. 4. Essence and classification of management functions. 5. Planning function: the planning process, management levels and hierarchy of plans, periodicity of planned activities. 6. Organizational function: the essence of organising, the management structures of the organization, delegation, organisation of management. 7. Management function: management style, management methods, motivation, conflict management, management of changes. 8. The control function: the importance of control, preconditions of control, control systems. 9. Managerial decisions: the decision-making process. 10. Teamwork: the conception of teamwork, individual, team and group activities. The team building process.

	International sales management	English / Russian	dr. R.Bužinskienė / F.Smolenskienė	5	1. The concept of international sales management. International Business and Globalization. Essence of Sales Management, Functions Importance of International Sales Planning. Quantitative and qualitative indicators of sales efficiency. International sales operations 2. International trade agreements, international agreements. Types of Preferential Trade Agreements and Economic Analysis. Trade Agreements. International treaties3. Searching for foreign markets and trading contacts. Foreign market (export) customer and search methods. Establishing trade contacts between exporters and importers. Sales and Negotiation Techniques, 3. Sales Strategies. Concept of sales strategy. Groups of Sales Strategies: Intensive Growth, Diversified Growth, Vertical Integration Strategies. Formation, selection and factors of sales strategy, 4. Sales tactics. Types of Sellers and Buyers. Business to Business Sales (B2B) Process. Selling Business to Consumer (B2C) Process. Selling Business to State (BG) Process. Similarities and differences in sales processes with regard to process speed, number of receivers, simplicity, uniformity of orders, 5. International sales (export) planning. Organizational forms and methods of export operations, distribution channels. Investigations into the way in which a particular export product enters the market Foreign Market Selection Model. Evaluation of Export Product Competitiveness, 6. Evaluation of Export Economic Efficiency. Export efficiency indicators. Export revenue and cost analysis
	Inovations and Project management	English / Russian	R.Šivickienė	4	1. The innovative process. Innovation concept. Innovation classification. Innovation implementation. 2. The project concept. The project concept. Project classification and characteristics. Project life cycle. 3. Project development. Choosing idea. Planning. 4. Project management. Event management. Information and environmental management. Cost and risk management. The project team. 5. Financing of the project. Methods. Sources. Funding organization. 6. Procurement. Concept. Legal regulation. Participants and purchasing methods. Treatment planning, organization and execution. 7. Project proposal. Preparation of the application. Application forms. Evaluation of application. Successful design criteria.
	Business ethics	English / Russian	dr. Ž.Kavaliauskienė	3	1. The concept of ethics, theories. Concept, problems, theories. 2. Social responsibility in an organisation. Moral responsibility. Social responsibility and models. 3. Ethic code. The purpose, aims and structure. 4. Ethical decision -making. Ethical decision concept. Ethical decision -making process5. Organization of business communication. Communication model and obstacles. Influence of non-verbal communication to successful communication process. Business etiquette and international protocol.
	Applied research methodology	English / Russian	dr. R.Pocevičienė / V.Latvėnienė	4	1. Essence and the purpose of Applied research: classification of science and research. Concept of social research concept. Paradigm of social science research. Quantitative and qualitative research. Ethics of social research 2. Applied research methodology and theoretical methods: Methodology - a system of knowledge. Literature analysis in applied research. Working with scientific methods

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2021-2022 a.y. ERASMUS+

					sources 3. Theoretical study: the theoretical (literature) review. Topic selection and formulation. Investigation problem. The aim, objectives and findings. The investigation methods, investigation procedures selected. Research design 4. Respondents sampling: probability sampling techniques. Non-probability sampling methods. Sample volume setting. Assessing the significance of the criteria. The methodological error. Evaluation of applied research 5. The study, empirical methods of data: collection methods. The tracking method. Experiment. Survey methods. Interview method. Document analysis. 6. The research data processing. Quantitative and qualitative data analysis. Descriptive statistics. Data analysis and interpretation. Presentation of results. 7. Research reports: Research project structure parts. Research paper structure. Theoretical research work. Research paper. Research findings, recommendations, bibliographic reference list
Spring	Business foreign language	English / Russian	D.Civilkienė / J.Briedytė	3	4. Management structure and activities of enterprises / institutions. Company Profile. International Business Success Stories. Nonprofit Organizations. Sustainable Business, 5. Competition. Investing. Finance. Market Research. Product / service delivery requirements, tools. 6. Business meetings. Business communication etiquette. Clients. The art of negotiation. Business travel, organization. Hotels provided by them
	Information technologies	English / Russian	V.Steponavičienė / I.Morkevičienė	4	1. Computer networks and services. Cloud computing. Local, global computer network. Data management, tools (Dropbox, gDrive, Mega, etc.), Share capabilities, Email, 2. Information retrieval strategy and result management. Understanding and identifying information needs. Information search planning. Searching for targeted information via web portals and electronic databases, 3. Presentation preparation, editing and dissemination, 4. Technology for designing and managing documents with computational elements. Data formats, their editing. Preparation and editing of table, its layout and saving. Logical, financial, textual, lookup and reference, statistical functions. Design and editing of diagrams. Data sorting, list filtering. Summary Intermediate Calculations. Dynamic list summaries, 5. Creating and publishing an electronic store on a computer network. E-shop, main components. E-shop development tools. E-shop target customer foresight, structure design. Electronic advertising. Introduction of e-commerce goods, advertising. Billing and delivery methods in e-shops. Hosting an electronic store on the Internet, conducting purchases
	International marketing	English	dr. Ž.Kavaliauskienė	5	1. Concept of international marketing. Concept, aim, tasks and functions of marketing and international marketing. Types of marketing. Types of International Marketing, 2. International Marketing Environment. Marketing Environments. Microenvironment of International Marketing. The macro-environment of international marketing. Organization of research on international marketing environment, 3. International markets and their segmentation. The market. Market segmentation, international market segmentation methods. International markets and their selection. Positioning. Market research, 4. Element of international marketing complex product: classification of goods, analysis of structure of product assortment, creation of new goods, product life cycle, identification, packaging, peculiarities of international trademarks. Product

					development and customization for users of international markets, 5. Element of international marketing complex price: setting price targets, market impact on price, pricing methods, pricing strategies. International pricing models, export pricing factors, export pricing, export pricing strategy. Pricing Policy Making for International Markets, 6. Elemental Distribution of International Marketing Complex: Distribution Channels and Marketing Logistics, Introduction to INCOTERMS 2017, Retail and Wholesale. International Distribution Channel Structure, Channel Configurations by Product Types, Channel Variables, Mediator Types, Export Mediator Selection, E-Commerce. The concept of export, export operations through intermediaries and directly, types of intermediaries in the domestic market. Organization of export operations, 7. Element of international marketing complex: promotion concept, strategy, personal selling, sales promotion, promotion, advertising, public relations. Means of international communication. Factors determining the promotion strategy in foreign markets. Planning an International Sponsorship Company. Execution and Effectiveness of an International Sponsorship Campaign
	International business organization	English / Russian	dr. R.Bužinskienė	5	1. Concept and role of international business in the system of economic development process. International business concept and organizational peculiarities. State policy in developing international business. Regional trading blocks. International Organizations whose activities are related to International Business, 2. International Business Organization. Main forms, topicalities and problems of international business development in the context of globalization. Types of multinational companies and their forces. Organizational structures of multinational companies. E-Commerce and E-Business, 3. International Business Environment. Legal, ecological, demographic, technological, competitive and cultural environments. Assessment of International Market Opportunities. Foreign Direct Investment Strategies, Benefits and Trends and Their Need for International Business, 4. International Business Operations Management, Planning and Management, and Strategies of International Business Operations Management. The Need for International Business Planning System and Planning. Advantages and disadvantages of international business strategies. International Operations Management Systems. Contemporary Business Management Models, 5. Material and Intangible Resources of a Business Enterprise. The concept of wealth. Concept of tangible and intangible resources. Fixed assets, its valuation. Current assets, its structure. Efficient use of working capital. Justification of the need of material resources, their saving, determination of the company's capabilities, 6. Planning and organization of the human resources of a business enterprise. Organization of work. Company staff. Workforce planning (need estimation) and structure planning. Personnel turnover, search methods Principles and models of pay organization. Wages forms, 7. Economic evaluation of company performance. Company expenses and their classification. Elements of economic costs. Cost (cost) and cost of developing products and services. Company revenue and profit. Cost break point. Company solvency. Corporate Bankruptcy, 8. Financial Evaluation of Company Performance. Business finance

					and its sources: equity and debt. Financing a business (loans, credits, current assets, etc.). Investment solutions for development opportunities and their economic evaluation
	Quality management	English / Russian	dr. R.Pocevičienė	5	1. Quality management concepts and directions of development. Concept of quality and object of quality management. Development of quality management at international and national levels, Legal quality regulation in the European Union and Lithuania. Legal quality regulation in the EU. Legal quality regulation in Lithuania, 3. Quality planning. Quality policy, goals. Consumer Type Choice. Planning of Quality Development Programs, 4. Objects of Quality Management. Quality of goods and services, 5. Quality measurement. Comparison and evaluation. Process quality management, 6. International standards for quality management systems, certification. ISO 9000 series standards. Types of Standards, 7. Quality Improvement. Solving persistent quality issues. Development of a quality improvement program. Execution of individual quality improvement projects. Quality improvement tools and methods. LEAN, 5S, 6Sigma Methodologies, 8. Evaluation of Organization Quality Level. Assessing the Competitive Quality Level of an Organization. Evaluation of an organization against the criteria of national quality awards
	International Business Risk Management	English	dr. Ž.Kavaliauskienė	4	1. Modern risk management theory. Basic terms and concepts used in risk theory, technical parameters of risk. Uncertainty and Risk, 2. International Business Risk Analysis and Management Process. Risk management systems, their fluctuations. Factors influencing business risks. Risk recovery models and their components. Risk Calculation Methods and Optimal Risk Mitigation Techniques, 3. Business Risk Management: Before and After Losses, 4. Risk Management Policy in a Business. Risk Solutions and Alternative Risk Management Techniques, Comparative Analysis of Self-Financing and Risk Transfer, 5. Risk Assessment and Management Techniques for Different International Businesses. Probabilistic risk assessment. Credit (credit) risk assessment. Measurement of Operational Risk by Adjusted Capital Returns. Insurance risk assessment and management, 6. Business risk management process in a company. Identification, analysis and evaluation of potential losses, selection of appropriate management methods. Economic risk control and monitoring. Investment risk management
	Accounting and Finance	English / Russian	dr. R.Bužinskienė / R.Šivickienė	5	1. Essential accounting features. Accounting essence, types, users of accounting information, accounting regulations, generally accepted accounting principles, accounting policies. 2. The company's economic situation and its role in accounting. The Company's assets, equity and liabilities, composition and structure. Fundamental accounting equality and its influence to economic processes. 3. Financial Statements. Financial Statements package, content and its preparation and publication of the principles of profit (loss) statement and balance sheet. 4. The accounting process and its organization. In accounting, double-entry accounting application, registration of transactions for accounting purposes. The primary accounting documents. The

					records5. The analysis and evaluation of the result of the entity's activities. Preparation of the accounts of company's balance sheet, profit and loss; the analysis and evaluation of data. The company's assets, liabilities and equity accounting. Fixed asset accounting , inventory accounting, equity and liabilities , accounting , settlement with the company's employees , income and expense recognition principles, cost, setting price in tourism for catering and accommodation services. 6. Lithuanian tax system. Personal income tax, state social insurance and mandatory health tax, value added tax, income tax. 7. The essence, functions, aims and goals of Finance management. 8. Financial statements for data analysis. The concept of indicator analyses of annual financial statements, solvency, operational performance indicators. 9. The entity's sources of funding. Need for funding sources. 10. Prediction of company's activities. Budgeting.
	International Business Negotiation and Intercultural Communication	English	dr. R.Pocevičienė	4	1. Business negotiations in the communication system. Business Communication, Negotiations, Types, Principles, Comparative Analysis of Business Talk and Negotiations, 2. Intercultural Communication Theories. E. Hall's theory of high and low cultural contextuality. R. D. Lew's Theory of Cultural Openness to the World and Information. G. Hofstede's theory of crop measurement. E. D. Hirsh's Theory of Cultural Literacy, 3. Preparing for Business Negotiations. Stages of negotiation, cultural factors and their influence on negotiation, Argumentation tactics in business negotiations. Methods of argumentation and their application, neutralization of comments, use of tactical maneuvers, 5. Intercultural logic of discussion and behavioral features during negotiations, 6. Completion of business negotiations: stages, decision-making tools, 7. Intercultural features of negotiated decision-making.
	International Business Finance Management	English / Russian	R.Šivickienė	6	1. Essential accounting features. Accounting essence, types, users of accounting information, accounting regulations, generally accepted accounting principles, accounting policies. 2. The company's economic situation and its role in accounting. The Company's assets, equity and liabilities, composition and structure. Fundamental accounting equality and its influence to economic processes. 3. Financial Statements. Financial Statements package, content and its preparation and publication of the principles of profit (loss) statement and balance sheet. 4. The accounting process and its organization. In accounting, double-entry accounting application, registration of transactions for accounting purposes. The primary accounting documents. The records 5. The analysis and evaluation of the result of the entity's activities. Preparation of the accounts of company's balance sheet, profit and loss; the analysis and evaluation of data. The company's assets, liabilities and equity accounting. Fixed asset accounting , inventory accounting, equity and liabilities , accounting , settlement with the company's employees , income and expense recognition principles, cost and price setting. 6. Lithuanian tax system. Personal income tax, state social insurance and mandatory health tax, value added tax, income tax. 7. The essence, functions,

					aims and goals of Finance management. 8. Financial statements for data analysis. The concept of indicator analyses of annual financial statements, solvency, operational performance indicators. 9. The entity's sources of funding. Need for funding sources. 10. Prediction of company's activities. Budgeting.
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Tourism and Hotels study programme

Faculty of Business and Technologies
Business and Accounting Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Professional foreign language	English / Russian	D.Civilkienė / J.Briedytė	4	1. Career in Tourism industry. Features of character, duties and competences. Work in tourism sector / institution, career promotion. Work search, peculiarities of interview for the vacancy. 2. Organization of tourism and rest. Trends in Tourism. Tours / excursions: organization, route, programme, estimate. Groups of clients. Means of transport: train, plane, coach, etc. Advantages and disadvantages of various means of transport. 3. Customs, Traditions, Culture, Art, Geography of different countries. The towns of Europe and America. Sightseeing places in Lithuania and all over the world. 4. Providing services to customers. Hospitality services and programme; providing information to clients. Tourism information centres and their activities. Promotion. Hotel categories, facilities, room types, hotel reservation. Phone conversations. 5. Organization of catering facilities. Restaurant management: categories of restaurant and catering services, concepts, staff. Table manners and etiquette in different countries. International and national cuisine. 6. Business correspondence, styles (formal, informal). The layout of business letter: application letter, CV, invitations, enquiries, confirmation, complaints, etc. Electronic correspondence: e-mails, etiquette.
	Theory of services and hospitality	English	dr. D.Labanauskaitė	4	1. Concept of services. Service classification systems. 2. Service features3. Service quality concept. Service value. Clients service standards and quality management. 4. Service creating factors. Process of providing services. 5. Clients role in process of providing services. 6. Evaluation of effectiveness and efficiency of activities. 7. Methods of service pricing. 8. Providing services to the market. 9. Concept of hospitality and its development. Principles of hospitality management. 10. Influence of Tourism industry to hospitality models. 11. Influence of intercultural differences to hospitality model. Ensuring compatibility of cultural tourism industry.
	Applied Mathematics	English	dr. I. Vaičiulytė	4	The matrix theory. Matrix concept. Operations on matrices. Determinants calculation. Finding the inverse matrix. Linear equation systems: Kamen method.Gaus method in solving linear equation systems. Inverse matrix method. Gaus-Jordan method. Linear inequalities and optimal planning: the concept of optimal planning and optimal production management, graphical method in solving linear inequalities plan. Theory of sets. Concept of Set. Actions with sets. Functions. Limits

					calculation. The concept of function lines, main characteristics. The limit of Function, rules of limit calculations. Differential calculation. Options of derived concept. Functional differentiation. Higher order derivatives. Integrals. Concept of Indefinite integrals, their main characteristics. Newton-Leibniz formula. Calculation of definite integral.
	Applied statistics	English / Russian	prof. Renata Macaitienė / F.Smolenskienė	4	1. Methodological and organisational principles of statistics. Work organisation and principles, aims, functions. Statistical observation, classification and goals. Program and methodological observation questions. 2. Data Clustering and Presentation. Data clustering objectives, the methods and stages. Clustering features, groups (range) setting. Statistical tables. Graphic depiction of statistical data. 3. Absolute and relative statistical values. Absolute values, their types and units of measurement. Relative sizes and types of use. 4. Averages and statistics, the variation rates. Types of averages and methods of calculations. The quantitative and qualitative characteristics of variation indicators. 5. Dynamic Expression Research. Dynamic line concept and principles of work. Indicators of Analytical Dynamics Line. 6. Statistical hypothesis. The concept of statistical hypotheses. Parametric hypothesis testing. 7. Expression of mutual relations. Methods of analyses of expression of mutual relations.
	Management	English / Russian	dr. Ž.Kavaliauskienė / V.Latvėnienė	6	The concept of management, content and object. Classical theories in management of an organisation. The theory of scientific work organization. The theory of ideal red-tape management. The theory of management or administrative activities. Classical social-psychological theories. The theory of human relationships. The theory of motivation (behaviourist) of human behaviour and activities. Theory of Quantitative methods : Decision Theory. Mathematical Theory. New Management Theories: Empirical management theory. Social management systems theory. Theory of professional management. Modern management Theory: concept of harmony. Participative theory. 7S theory. Management in Lithuania: Management origins of ancient Lithuania. Management Development of Lithuania in 1918-1940. Management Development in Lithuania in national revival period. Planning. Steps of planning. The levels of management and the hierarchy of plans. Duration and periodicity of activities' planning. The management of planning. Planning obstacles. The strategic planning and management. Organization: The essence of organization. The concept of the structure of an organization and levels of management. The aims and subject of the organization. Distribution of rights and duties. The organization of the management. The schemes of management of structures of the organisations. Centralization and decentralization of management. The internal and external environment of the organisation. Regulations of work duties and description of workplaces. Supervision. Subject and object of management. The concept of style and methods of supervision. Individual, group and team work. Motivation. Solving the conflicts. Control. The content,

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2021-2022 a.y. ERASMUS+

					background and criteria of control. The volume of problem management Regulation – the final stage of control. Solutions in Management. Content of decision making process. The means and methods of decision making. The stages of decision making and implementation. Social Responsibility: The levels of ethics in business.
	Applied software systems	English / Russian	prof. R.Macaitienė	5	Computer Nets. Cloud Computing Software. The local, global computer network . Data management tools (DropBox, GDrive, Mega, etc.), Sharing (Eng. Share) access. Electronic mail. E-mail concept , the basic concepts and possibilities. Local and online e-mail . mail clients, client graphical interface, management , filtering , sorting Strategy of Information search and analysing results. The need for information perception and determination. Information search planning. Targeted search information through online portals. Legal information search. 3. Content management systems and their use. The purpose of content system management (TVS). Textual, graphic, visual information hosting, editing and publishing. 4. The representative material preparation and presentation. Preparation and editing of presentations. Preparation of leaflets, sales letters, postcards. The graphic editor environment, the tools, the main palette, object editing, color patterns, drawing tools The analysis of data by Excel and SPSS programmes. Computer statistical analysis system. Data (variables).Descriptive statistics and goals. Single and multi-variable frequency tables. Variable connection measurements. Correlation and direct regression. Parameter hypothesis check.
	Applied research methodology	English / Russian	dr. R.Pocevičienė / V.Latvėnienė	4	1. Essence and the purpose of Applied research: classification of science and research. Concept of social research concept. Paradigm of social science research. Quantitative and qualitative research. Ethics of social research 2. Applied research methodology and theoretical methods: Methodology - a system of knowledge. Literature analysis in applied research. Working with scientific methods sources 3. Theoretical study: the theoretical (literature) review. Topic selection and formulation. Investigation problem. The aim, objectives and findings. The investigation methods, investigation procedures selected. Research design 4. Respondents sampling: probability sampling techniques. Non-probability sampling methods. Sample volume setting. Assessing the significance of the criteria. The methodological error. Evaluation of applied research 5. The study, empirical methods of data: collection methods. The tracking method. Experiment. Survey methods. Interview method. Document analysis. 6. The research data processing. Quantitative and qualitative data analysis. Descriptive statistics. Data analysis and interpretation. Presentation of results. 7. Research reports: Research project structure parts. Research paper structure. Theoretical research work. Research paper. Research findings, recommendations, bibliographic reference list
	Intercultural	English	dr.	4	1. Intercultural communication concept. Communication and culture concept. Cultural diversity

	communication and negotiation		R.Pocevičienė		and globalization. Culture shock. Culture of organization. Concept and components of intercultural competence. 2. Negotiation concept, types, role. National negotiations traits. International negotiations traits. 3. Cultural dimensions of the concept and classification models. E. Hall Contextual theory of high and low cultures. R. D. Lew cultural openness to the world and information theory. Assessing culture theory of Hofstede. E. D. Hirsh cultural literacy theory. 4. Communication strategies in organisations and business. Communication principles. Peculiarities of speech in communication. Non-verbal communication. Stereotypes in communication process. 5. Structure of International Negotiation and planning. Positions in negotiations. Strategy. Behavior. Requirements for international protocol. 6. Models in International communication. Different models of behavior in business. Business ethics: intercultural differences.
Spring	Professional foreign language	English / Russian	D.Civilkienė / J.Briedytė	4	1. Career in Tourism industry. Features of character, duties and competences. Work in tourism sector / institution, career promotion. Work search, peculiarities of interview for the vacancy. 2. Organization of tourism and rest. Trends in Tourism. Tours / excursions: organization, route, programme, estimate. Groups of clients. Means of transport: train, plane, coach, etc. Advantages and disadvantages of various means of transport. 3. Customs, Traditions, Culture, Art, Geography of different countries. The towns of Europe and America. Sightseeing places in Lithuania and all over the world. 4. Providing services to customers. Hospitality services and programme; providing information to clients. Tourism information centres and their activities. Promotion. Hotel categories, facilities, room types, hotel reservation. Phone conversations. 5. Organization of catering facilities. Restaurant management: categories of restaurant and catering services, concepts, staff. Table manners and etiquette in different countries. International and national cuisine. 6. Business correspondence, styles (formal, informal). The layout of business letter: application letter, CV, invitations, enquiries, confirmation, complaints, etc. Electronic correspondence: e-mails, etiquette.
	Tourism sector and its development	English	dr. D.Labanauskaitė	7	The conception of the geography of travelling. The object of the geography of travelling. The types of tourists and reasons of travelling. The flows of the international tourism and regions. Factors influencing the development of the international tourism. Tourism regions and sources. Regional tourism products. The presentation of the country. The digest of a travel guidebook. The travelling tips for tourists and a travel guide. Design of country sightseeing places. The tourist regions and resources of the world countries. The natural and cultural tourism resources of European countries. The natural and cultural tourism resources of America. The natural and cultural tourism resources of Africa. The natural and cultural tourism resources of Asia. The natural and cultural tourism resources of Australia and Oceania.
	Business	English /	dr.	4	1. Essence of Economics, content and object. Offer and demand. Business market Balance. 2.

	Economics	Russian	D.Labanauskaitė		Economic analyses of consumer's behavior. 3. Production and costs. Maximizing profit. 4. Types of business market: ideal competition, monopoly, monopsony, oligopoly. 5. Fiscal and monetary policy. Inflation and anti-inflation policy. 6. International sales. International business. 7. Economic growth. 8. Business concept, economic principles and organisational forms. Business sources. 9. The performance of companies forming business environment factors10. Business development. Business risk analysis. 11. Assessment of the essence of the principles and methods of economic activity.
	Accounting and finance	English / Russian	R.Bužinskienė	6	1. Essential accounting features. Accounting essence, types, users of accounting information, accounting regulations, generally accepted accounting principles, accounting policies. 2. The company's economic situation and its role in accounting. The Company's assets, equity and liabilities, composition and structure. Fundamental accounting equality and its influence to economic processes. 3. Financial Statements. Financial Statements package, content and its preparation and publication of the principles of profit (loss) statement and balance sheet. 4. The accounting process and its organization. In accounting, double-entry accounting application, registration of transactions for accounting purposes. The primary accounting documents. The records5. The analysis and evaluation of the result of the entity's activities. Preparation of the accounts of company's balance sheet, profit and loss; the analysis and evaluation of data. The company's assets, liabilities and equity accounting. Fixed asset accounting , inventory accounting, equity and liabilities , accounting , settlement with the company's employees , income and expense recognition principles, cost, setting price in tourism for catering and accommodation services. 6. Lithuanian tax system. Personal income tax, state social insurance and mandatory health tax, value added tax, income tax. 7. The essence, functions, aims and goals of Finance management. 8. Financial statements for data analysis. The concept of indicator analyses of annual financial statements, solvency, operational performance indicators. 9. The entity's sources of funding. Need for funding sources. 10. Prediction of company's activities. Budgeting.
	Tourism marketing	English / Russian	dr. Ž.Kavaliauskienė	6	1. Concept of tourism marketing. Concept, aim, goals, functions, relationship marketing, internal marketing, virus marketing, remarketing and other types. 2. Environment of tourism marketing: macro environment, micro environment, Research of marketig environemnt. SSGG analyses. Strategis relations' analyses and conclusions. 3. Segmenting tourism market and positioning. Marketing. Segments and their choice. Positioning. 4. Consumers' behavior: concept, classification of consumers. Factors influencing consumers' behavior. Consumers' Loyalty. 5. Market research: concept, problem identification: research process. Types and methods of research. 6. Marketing plan. Structure. 7. Complex element of marketing – services. Tourism marketing complex. Product concept, features. Product cycle and creation of a new product. Asortment. 8. Complex element

					of marketing – price. Concept of price, aims. Methods and strategies of pricing. 9. Complex element of marketing – distribution. Concept of distribution, channels. 10. Complex element of marketing – sponsoring. Concept of sponsorship, aims, budget. Methods and strategies of sponsorship. 11. Complex element of marketing – people. Staff hiring, structure, number. Personnel Management. 12. Complex element of marketing – process. Factors of choosing services. Types of service processes. Service process. 13. Complex element of marketing – physical evidence. Environment of providing services
	Entrepreneurship and leadership	English	dr. R.Pocevičienė	4	To gain the knowledge and skills to understand the importance and essence of entrepreneurship and leadership today; to develop entrepreneurial and leadership competencies; apply them in professional and personal activities in communication with multicultural business partners and clients. Topics such as entrepreneurial traits and their expression will be addressed; culture and leadership; Leadership and teamwork and so on. Students will get acquainted with the main methods and technologies for the development of entrepreneurial and leadership competencies: Business Model Canvas, Lego Serious Play, Method Toolkit, Design Thinking and others.
	Business ethics	English	dr. Ž.Kavaliauskienė	3	1. The concept of ethics, theories. Concept, problems, theories. 2. Social responsibility in an organisation. Moral responsibility. Social responsibility and models. 3. Ethic code. The purpose, aims and structure. 4. Ethical decision -making. Ethical decision concept. Ethical decision -making process. 5. Organization of business communication. Communication model and obstacles. Influence of non-verbal communication to successful communication process. Business etiquette and international protocol.
	Project management	English / Russian	R.Šivickienė	6	1. The innovative process. Innovation concept. Innovation classification. Innovation implementation. 2. The project concept. The project concept. Project classification and characteristics. Project life cycle. 3. Project development. Choosing idea. Planning. 4. Project management. Event management. Information and environmental management. Cost and risk management. The project team. 5. Financing of the project. Methods. Sources. Funding organization. 6. Procurement. Concept. Legal regulation. Participants and purchasing methods. Treatment planning, organization and execution. 7. Project proposal. Preparation of the application. Application forms. Evaluation of application. Successful design criteria.

Management and Communication **Department**

Faculty of Business and Technology

Organisation Communication and Marketing study programme¹

Faculty of Business and Technologies
Management and Communication Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Креативные индустрии	Russian	Violeta Stasėnaitė	4	Знакомство со средой учреждений в контексте творческих инноваций, разработка и реализация творческих идей в поисках новых способов общения и расширения сообществ потребителей.
	Theory of communication	English	dr. Lina Tamutiene	6	Basic aspects of communication. An act of sharing messages. Set of informational goals. The process of communication. Models of communication.
	Integrated Marketing Communication	English	dr. Lina Tamutiene	6	Strategic coordination of communication to achieve the marketing goals of the organization. Forms of marketing communication. Advertising, sales promotion, public relations, direct marketing. Sustainability marketing communication.
	Business Russian	Russian	J. Briedytė	4	Business communication. Forms of business communication. International communication. Dress code. Oral communication: business events, meetings, trade fairs, exhibitions, conferences, negotiations. Presentations. Business telephoning. Business trips. Booking a hotel. Written communication: business documentation, emailing, business letter. Company: structure, departments, roles, products / services. Advertisement. Business plan. Trademark. Employment (CV, cover letter). Professional ethics
	General Russian	Russian	J. Briedytė	6	Business communication. Forms of business communication. Business telephoning. Business meetings. Emailing. Presentation. Career prospects. Employment (CV, cover letter). Professional ethics. Logistics. Logistics management. Logistic companies. Types of logistic companies. Customer care. 3P logistics. Safety at work. Logistics information systems. Warehousing. Freight insurance. Customs. Troubleshooting.
	General English	English	D. Civilkienė	6	Business Communication (making contact, welcoming visitors, getting acquainted, telephoning, emailing, networking). Trade Fairs, Exhibitions, Conferences. Business Trips. Negotiations. Companies, organisations. Company Structure. Departments. Roles. Business Environment. Doing Business Abroad. Different Business Styles. Intercultural

¹ Company and Organization Administration

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

				Communication. Ethical Trading. Changing the World. Job satisfaction
Lithuanian Language (elementary)	English	dr. N. Jurgaitis	4	The aim of this course is to provide students with a elementary knowledge of Lithuanian language Main topics: 1. Alphabet. Pronunciation. Numbers. Family. Personal pronouns, conjugation of verbs, present tense. 2. At home. Time. Daily activities. Food and drinks. Travelling. Declention of nouns. Prepositions. 3. Weather and seasons. Clothes and colours. Adjectives
Public speaking	english/russian	N. Trinkaitė	3	Provide knowledge of public speaking as an effective public communication process, and develop a compelling qualification in speaking and activation listening. Ability to choose the topic of speaking, formulating problems, presenting arguments, choosing types of public speeches and ways of speaking public speeches
The basics of media	english/russian	N. Trinkaitė	4	To become acquainted with contemporary Internet communication trends, possibilities of disseminating information about organizations and their products / services in the Internet space, to develop skills necessary to analyze and evaluate the possibilities of social media, to create information products and execute them in the Internet space.
Practice of Public Relations	english/russian	N. Trinkaitė	6	To develop practical abilities needed to represent the organization in the public information environment, to create and implement organizational information dissemination programmes, using information search, systematization, processing technologies, to apply the principles of image fostering and communication.
Creative Media	english/russian	N. Trinkaitė	4	To develop creative thinking skills by designing and implementing creative ideas by creating a real creative product, taking advantage of modern information and communication technologies
Lithuanian Language (Elementary)	English/russian	N. Jurgaitis	4	The aim of this course is to provide students with a elementary knowledge of Lithuanian language Main topics: 1. Alphabet. Pronunciation. Numbers. Family. Personal pronouns, conjugation of verbs, present tense. 2. At home. Time. Daily activities. Food and drinks. Travelling. Declention of nouns. Prepositions. 3. Weather and seasons. Clothes and colours. Adjectives
Теория	Русский	dr. Jurgita	4	1. Концепция коммуникации 2. Процесс коммуникации 3. Виды коммуникации 4.

	коммуникации		Macienė		Эффективность коммуникации
	Management	English / Russian	dr. Rasa Pocevičienė	5	The subject is intended to acquire knowledge about the latest management theories and principles, to develop skills of effective management, decision making process, problem solving, teamwork and understanding how important are cultural peculiarities in those processes. Main topics are the following: 1. Concept and essence of management. 2. Classical and modern theories of management and how important they are in current world. 3. Main functions and principles of management. 4. Decision-making and problem solving process in management and changing market. 5. Management of changes and crisis in organization. 6. Communication and effective teamwork.
	Applied Science Methodology	English / Russian	dr. Rasa Pocevičienė	4	To develop the ability to compile a research plan and prepare a research project, choosing appropriate theoretical and practical research methods to study the formulated problem; to process, present and argue reliable data required for decision making. Main topics: 1. Essence, the purpose and essential principles of applied research. 2. Concept of social research and its differences of science research. 3. Ethics of social research. 4. Applied research methodology (topic, problem and object of the investigation, the aim, objectives, sample of the research etc.). 5. Literature analysis in applied research and theoretical methods. Research design. 6. Quantitative and qualitative research. 7. Empirical methods of data collection. 8. Methods of quantitative and qualitative data analysis. 9. Conclusions, recommendations and discussion. 10. Research reports. 11. Reference list. 12. Presentation of the research results.
	Changes Communication	English / Russian	dr. Rasa Pocevičienė	4	To develop skills to identify, plan and manage communication of organizational changes (and crises) in an ever changing environment, and foster the image of organizations. During the theoretical sessions the students will get acquainted with the essential types of changes and their management peculiarities, the principles of change communication. During the workshops, students develop skills to identify communication of changes in organizations, prepare plan of communication of organizations' change, select effective communication methods and ways of implementing them to the practice. To understand place of cultural differences in changes communication.
	Professional Ethics	English / Russian	dr. Rasa Pocevičienė	4	The aim of the business ethics course is to provide knowledge about business ethics values, theories, ethical problems and their solutions, negotiation ethics, to develop ethical business communication skills. Key topics: professional principles and values; codes of ethics and conduct, their objectives, form and content, advantages and disadvantages of codes; business moral and social responsibility; ethical decisions and their adoption in a business organization; etiquette in a business organization; negotiation ethics; business

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

					etiquette. Theoretical knowledge is associated with the analysis of practical cases.
	International and Intercultural Communication	English / Russian	dr. Rasa Pocevičienė	5	Gain knowledge about culture, its diversity and its impact on people and their groups, the impact of globalization on modern organizational communication, the main features of international and intercultural communication, theories (E. Hall's context theory, R. D Lew's cultural openness to the world and information theory, G. Hofstede cultural dimensions, E. D. Hirsh 's cultural literacy theory), the principles of intercultural communication and negotiation, to develop the ability to apply them in practice, to recognize and overcome cultural stereotypes, their influence on the communication process. During the seminars, tolerance for other nations and cultures, diversity and otherness is developed, the possibilities of acceptance and recognition of different cultures and reduction of cultural shock, and preconditions for constructive operation in a multicultural environment are examined.
	Entrepreneurship and Leadership	English / Russian	dr. Rasa Pocevičienė	4	To gain the knowledge and skills to understand the importance and essence of entrepreneurship and leadership today; to develop entrepreneurial and leadership competencies; apply them in professional and personal activities in communication with multicultural business partners and clients. Topics such as entrepreneurial traits and their expression will be addressed; culture and leadership; Leadership and teamwork and so on. Students will get acquainted with the main methods and technologies for the development of entrepreneurial and leadership competencies: Business Model Canvas, Lego Serious Play, Method Toolkit, Design Thinking and others.
	Knowledge Management	English / Russian	dr. Rasa Pocevičienė	3	To provide knowledge about information and main knowledge management principles, importance of the learning organization in the context of the knowledge society, to develop the ability to apply knowledge management models in practice, to develop abilities to integrate individual knowledge into collective knowledge creating the knowledge base of the organization. Independent works are intended to identify and systematize criteria of the learning organization, to identify the influence of knowledge for innovative processes of the organization.
	Organizational Behaviour and Decision-Making Processes	English / Russian	dr. Rasa Pocevičienė	4	To perceive the organization as a cohesive social system in which each element is significant. Develop the ability to effectively collaborate, lead, pursue organizational goals while meeting personal needs and plan social activities, address organizational issues, and make evidence-based decisions. Cultural influence on organizational behaviour and decision-making processes. Decision-making algorithms and their implementing to the practice. Manager, leader and teamwork in decision-making processes.
Spring	Профессиональная	русский	Violeta	4	Предоставляются знания о профессиональных этических ценностях, теориях общей

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

этика		Stasėnaitė		этики. Развиваются навыки решать этические дилеммы, проблемы общения, делового этикета.
Управление знаниями	русский	Violeta Stasėnaitė	3	Предоставляются знания об основных принципах управления знаниями в организации в контексте общества знаний, развиваются способности интегрировать индивидуальные знания в коллективные знания и создавать базу знаний организации, определить влияние знаний на инновационные процессы организации.
Управление инновациями	русский	Violeta Stasėnaitė	3	Предоставляются знания об инновациях и управлении инновационной деятельностью. Студенты анализируют конкретные нововведения в организации/предприятии принимают творческие и инновационные решения для разработки инновационной идеи, продукта, деятельности, а также разрабатывают план реализации инновационной идеи.
Theory of communication	English	dr. Lina Tamutiene	6	Basic aspects of communication. An act of sharing messages. Set of informational goals. The process of communication. Models of communication.
Integrated Marketing Communication	English	dr. Lina Tamutiene	6	Strategic coordination of communication to achieve the marketing goals of the organization. Forms of marketing communication. Advertising, sales promotion, public relations, direct marketing. Sustainability marketing communication.
Lithuanian Language (elementary)	English	dr. N. Jurgaitis	4	The aim of this course is to provide students with a elementary knowledge of Lithuanian language Main topics: 1. Alphabet. Pronunciation. Numbers. Family. Personal pronouns, conjugation of verbs, present tense. 2. At home. Time. Daily activities. Food and drinks. Travelling. Declension of nouns. Prepositions. 3. Weather and seasons. Clothes and colours. Adjectives
Теория коммуникации	русский	Jurgita Macienė	4	1. Концепция коммуникации 2. Процесс коммуникации 3. Виды коммуникации 4. Эффективность коммуникации
Management	English / Russian	dr. Rasa Pocevičienė	5	The subject is intended to acquire knowledge about the latest management theories and principles, to develop skills of effective management, decision making process, problem solving, teamwork and understanding how important are cultural peculiarities in those processes. Main topics are the following: 1. Concept and essence of management. 2. Classical and modern theories of management and how important they are in current world. 3. Main functions and principles of management. 4. Decision-making and problem solving process in management and changing market. 5. Management of changes and crisis in organization. 6. Communication and effective teamwork.
Applied Science Methodology	English / Russian	dr. Rasa Pocevičienė	4	To develop the ability to compile a research plan and prepare a research project, choosing appropriate theoretical and practical research methods to study the formulated problem; to process, present and argue reliable data required for decision making. Main topics: 1. Essence, the purpose and essential principles of applied research. 2. Concept of social

					research and it's differences of science research. 3. Ethics of social research. 4. Applied research methodology (topic, problem and object of the investigation, the aim, objectives, sample of the research etc.). 5. Literature analysis in applied research and theoretical methods. Research design. 6. Quantitative and qualitative research. 7. Empirical methods of data collection. 8. Methods of quantitative and qualitative data analysis. 9. Conclusions, recommendations and discussion. 10. Research reports. 11. Reference list. 12. Presentation of the research results.
	Changes Communication	English / Russian	dr. Rasa Pocevičienė	4	To develop skills to identify, plan and manage communication of organizational changes (and crises) in an ever changing environment, and foster the image of organizations. During the theoretical sessions the students will get acquainted with the essential types of changes and their management peculiarities, the principles of change communication. During the workshops, students develop skills to identify communication of changes in organizations, prepare plan of communication of organizations' change, select effective communication methods and ways of implementing them to the practise. To understand place of cultural differences in changes communication.
	Professional Ethics	English / Russian	dr. Rasa Pocevičienė	4	The aim of the business ethics course is to provide knowledge about business ethics values, theories, ethical problems and their solutions, negotiation ethics, to develop ethical business communication skills. Key topics: professional principles and values; codes of ethics and conduct, their objectives, form and content, advantages and disadvantages of codes; business moral and social responsibility; ethical decisions and their adoption in a business organization; etiquette in a business organization; negotiation ethics; business etiquette. Theoretical knowledge is associated with the analysis of practical cases.
	International and Intercultural Communication	English / Russian	dr. Rasa Pocevičienė	5	Gain knowledge about culture, its diversity and its impact on people and their groups, the impact of globalization on modern organizational communication, the main features of international and intercultural communication, theories (E. Hall's context theory, R. D Lew's cultural openness to the world and information theory, G. Hofstede cultural dimensions, E. D. Hirsh 's cultural literacy theory), the principles of intercultural communication and negotiation, to develop the ability to apply them in practice, to recognize and overcome cultural stereotypes, their influence on the communication process. During the seminars, tolerance for other nations and cultures, diversity and otherness is developed, the possibilities of acceptance and recognition of different cultures and reduction of cultural shock, and preconditions for constructive operation in a multicultural environment are examined.
	Entrepreneurship and	English /	dr. Rasa	4	To gain the knowledge and skills to understand the importance and essence of

	Leadership	Russian	Pocevičienė		entrepreneurship and leadership today; to develop entrepreneurial and leadership competencies; apply them in professional and personal activities in communication with multicultural business partners and clients. Topics such as entrepreneurial traits and their expression will be addressed; culture and leadership; Leadership and teamwork and so on. Students will get acquainted with the main methods and technologies for the development of entrepreneurial and leadership competencies: Business Model Canvas, Lego Serious Play, Method Toolkit, Design Thinking and others.
	Knowledge Management	English / Russian	dr. Rasa Pocevičienė	3	To provide knowledge about information and main knowledge management principles, importance of the learning organization in the context of the knowledge society, to develop the ability to apply knowledge management models in practice, to develop abilities to integrate individual knowledge into collective knowledge creating the knowledge base of the organization. Independent works are intended to identify and systematize criteria of the learning organization, to identify the influence of knowledge for innovative processes of the organization.
	Organizational Behaviour and Decision-Making Processes	English / Russian	dr. Rasa Pocevičienė	4	To perceive the organization as a cohesive social system in which each element is significant. Develop the ability to effectively collaborate, lead, pursue organizational goals while meeting personal needs and plan social activities, address organizational issues, and make evidence-based decisions. Cultural influence on organizational behaviour and decision-making processes. Decision-making algorithms and their implementing to the practice. Manager, leader and teamwork in decision-making processes.

Office Administration study programme²

Faculty of Business and Technologies
Management and Communication Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Organizational Behaviour and Decision-Making Processes	English / Russian	dr. Rasa Pocevičienė	4	To perceive the organization as a cohesive social system in which each element is significant. Develop the ability to effectively collaborate, lead, pursue organizational goals while meeting personal needs and plan social activities, address organizational issues, and make evidence-based decisions. Cultural influence on organizational behaviour and decision-making processes. Decision-making algorithms and their implementing to the practice. Manager, leader and teamwork in decision-making processes.
	Entrepreneurship and Leadership	English / Russian	dr. Rasa Pocevičienė	4	To gain the knowledge and skills to understand the importance and essence of entrepreneurship and leadership today; to develop entrepreneurial and leadership competencies; apply them in professional and personal activities in communication with multicultural business partners and clients. Topics such as entrepreneurial traits and their expression will be addressed; culture and leadership; Leadership and teamwork and so on. Students will get acquainted with the main methods and technologies for the development of entrepreneurial and leadership competencies: Business Model Canvas, Lego Serious Play, Method Toolkit, Design Thinking and others.
	Professional Ethics	English / Russian	dr. Rasa Pocevičienė	4	The aim of the business ethics course is to provide knowledge about business ethics values, theories, ethical problems and their solutions, negotiation ethics, to develop ethical business communication skills. Key topics: professional principles and values; codes of ethics and conduct, their objectives, form and content, advantages and disadvantages of codes; business moral and social responsibility; ethical decisions and their adoption in a business organization; etiquette in a business organization; negotiation ethics; business etiquette. Theoretical knowledge is associated with the analysis of practical cases.
	Lithuanian language	English	N. Jurgaitis	4	The aim of this course is to provide students with a elementary knowledge of Lithuanian language Main topics:

² Company and Organization Administration

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

				<p>1. Alphabet. Pronunciation. Numbers. Family. Personal pronouns, conjugation of verbs, present tense.</p> <p>2. At home. Time. Daily activities. Food and drinks. Travelling. Declension of nouns. Prepositions.</p> <p>3. Weather and seasons. Clothes and colours. Adjectives</p>
Управление документами	русский	Jurgita Macienė	4	<p>1. Общие требования к оформлению документов 2. Требования к документации и учету. 3. Документация от имени физических лиц. 4. Оформление правовых актов и подтверждающих документов. 5. Подготовка и оформление официальных и других деловых документов компании, учреждения</p>
Professional Foreign Language I English	English	D. Civilkienė	6	<p>Administrator's profession. Education. Career prospects. Qualities of a good employee. Office equipment, supplies, machinery. Business Communication (making contact, welcoming visitors, getting acquainted, telephoning, emailing, networking). Trade Fairs, Exhibitions, Conferences. Business Trips. Negotiations. Companies, organisations. Company Structure. Departments. Roles.</p>
Foreign Language II (English)	English	D. Civilkienė	4	<p>The subject is designed to acquire and develop English language listening, speaking, reading, writing skills. During the course students develop basic English language communication skills in groups and individually, prepare presentations, participate in conversations, learn professional vocabulary. After the course the students will be able to communicate in the English language in everyday environment, communicate on the phone, introduce themselves and the students study: recent college in English, will correctly use grammar structures in the process of communication.</p> <p>The students study: English phonetics, rules of reading words. Family. Time. Habits. Hobbies. Leisure time. Travels. Weather. Profession. Biography. Verbs to be to have, articles. Numerals. Noun. Adjective. Pronoun</p>
Professional Foreign Language I (German)	English	dr. N. Jurgaitis	6	<p>This course is designed for students with at least B1 level to further develop professional German skills in listening, speaking, reading and writing</p> <p>Main topics:</p> <p>1. Studies and getting hired. Studies at the university of applied sciences, job search, motivation letter, curriculum vitae.</p> <p>2. Work in a company. Types and structure of German companies, presentation of a company, business correspondence, commercial proposals, phone calls, formal meetings, exhibitions.</p> <p>3. Professional language (study programme specific). Vocabulary of professional terms</p>
Foreign Language II	English	dr. N. Jurgaitis	4	<p>The aim of this course is to provide students with a basic knowledge of German language.</p>

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

	(German)				<p>Main topics:</p> <ol style="list-style-type: none"> 1. Alphabet. Reading rules. Basic phrases. Numbers. Family and hobbies. Time. Daily activities. Verbs, nouns, pronouns, present tense. 2. Home. Food and drinks. Travelling. Buying a ticket, booking a hotel, asking for directions. Restaurant, shopping. Prepositions. Present perfect tense. 3. Weather and seasons. Clothes and colours. Health. Adjectives, future tense, passive voice
	Lithuanian Language (elementary)	English	dr. N. Jurgaitis	4	<p>The aim of this course is to provide students with a elementary knowledge of Lithuanian language</p> <p>Main topics:</p> <ol style="list-style-type: none"> 1. Alphabet. Pronunciation. Numbers. Family. Personal pronouns, conjugation of verbs, present tense. 2. At home. Time. Daily activities. Food and drinks. Travelling. Declention of nouns. Prepositions. 3. Weather and seasons. Clothes and colours. Adjectives
	Professional Foreign Language I (English)	English	dr. N. Litevkienė	6	<p>The subject is designed to develop general practical English language skills (listening, speaking, reading, writing) necessary in professional communication, to help the students of Office administration study programme consolidate and develop English language skills, to form and develop professional vocabulary during practical activities and self-study. The course involves the analysis of professional texts, the students learn the professional vocabulary, prepare presentations, develop communication skills. The students able to manage information and documents using office equipment, information systems and technologies. The students study: business communication, the work of an administrator in an office, management of an enterprise, its finances, Intercultural communication. The students study the peculiarities of the profession of office administration</p>
	Foreign Language II (English)	English	dr. N. Litevkienė	4	<p>The subject is designed to acquire and develop English language listening, speaking, reading, writing skills. During the course students develop basic English language communication skills in groups and individually, prepare presentations, participate in conversations, learn professional vocabulary. After the course the students will be able to communicate in the English language in everyday environment, communicate on the phone, introduce themselves and the students study: resent college in English, will correctly use grammar structures in the process of communication.</p> <p>The students study: English phonetics, roles of reading words. Family. Time. Habits. Hobbies. Leisure time. Travels. Weather. Profession. Biography. Verbs to be to have, articles. Numerals. Noun. Adjective. Pronoun</p>

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

	Professional Foreign Language I (English)	English	J. Korosteliova	6	The aim of the course is to improve students' general practical and communication English (as a foreign) language skills, build and develop professional vocabulary. The following topics will be covered during the course: Administrator's profession and education. Work duties, stationery and office supplies. Office equipment. Business communication (business letters, emails, making contact by phone). Making appointments. Greeting visitors. Giving directions. Small talk. Conferences. Agendas. Taking minutes. Types of business organizations. Company profile. Company structure and personnel management. Basics of Accounting. Annual reports, etc.
	Business English	English	D. Civilkienė	6	Business Communication (making contact, welcoming visitors, getting acquainted, telephoning, emailing, networking). Trade Fairs, Exhibitions, Conferences. Business Trips. Negotiations. Companies, organisations. Company Structure. Departments. Roles. Business Environment. Doing Business Abroad. Different Business Styles. Intercultural Communication. Ethical Trading. Changing the World. Job satisfaction
	Foreign Language II (Russian)	English	J. Briedytė	4	Alphabet. Phonetic symbols. Reading rules. Introductions. Getting Acquainted. Family and Friends. Appearance and Character. Home. Environment. Time Expressions. Daily Activities. Leisure Time and Hobby. Cities and Countries. Nationalities. Travelling (by train, bus, plane). Ticket Reservation. Booking a Hotel. Shopping. Banking. Telephoning. Language Etiquette. Grammar: noun, verb, adjective, pronoun, numeral, preposition, adverb
	Professional Foreign Language I (Russian)	Russian	J. Briedytė	6	Administrator's profession: job description, working conditions, customer service, dress code. Business events: meetings, trade fairs, exhibitions, conferences. Business trips. Office equipment, supplies, machinery. Business documentation. Business communication (making contact, welcoming visitors, getting acquainted, telephoning, emailing, networking). Business etiquette. Companies, organisations. Company Structure. Departments. Roles
	Business Russian	Russian	J. Briedytė	4	Business communication. Forms of business communication. International communication. Dress code. Oral communication: business events, meetings, trade fairs, exhibitions, conferences, negotiations. Presentations. Business telephoning. Business trips. Booking a hotel. Written communication: business documentation, emailing, business letter. Company: structure, departments, roles, products / services. Advertisement. Business plan. Trademark. Employment (CV, cover letter). Professional ethics
	Quality Management	Russian	dr. Ligita Šalkauskienė	4	Целью курса является ознакомление с теориями, принципами, методами оценки качества, системами, стандартизацией и практическими достижениями управления

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

					качеством, чтобы уметь применять методы управления качеством во всех сферах организации бизнеса, управления бизнесом и принятия стратегических решений.
	Theory of Communication	English	L. Tamutienė	5	<p>The primary objectives of this course are a) to examine the basic concepts of communication theory; b) to understand models of communication process, c) to develop abilities to apply theoretical communication models in organizational communication activities.</p> <p>Topics:</p> <p>Overview of the history of communication.</p> <p>Introduction of key concepts of communication.</p> <p>An examination of the communication process, terms and models.</p> <p>Introduction of semiotics.</p> <p>Messages, signs and meanings in communication.</p> <p>Overview of the development of communication studies</p>
	Practice of Public Relations	English / Russian	N. Trinkaitė	6	To develop practical abilities needed to represent the organization in the public information environment, to create and implement organizational information dissemination programmes, using information search, systematization, processing technologies, to apply the principles of image fostering and communication.
	Creative Media	English / Russian	N.Trinkaitė	4	To develop creative thinking skills by designing and implementing creative ideas by creating a real creative product, taking advantage of modern information and communication technologies
	Public speaking	English / Russian	N. Trinkaitė	4	The course is designed for students to gain public speaking knowledge and skills. During the theoretical part of the course students are taught to contemplate analytically, express reasonable thoughts, develop their mother-tongue and foreign language speaking skills in communication with Lithuanian and foreign partners, also arrange various written and oral texts, public speeches, use information search, structure and processing technologies. During the practical activities students practice in preparing oral and written texts, analyze types of public speeches, their functions, methodology, learn how to present various types of speeches, know basic style requirements for public speeches, analyze the correlation between verbal and non-verbal communication means; know search methods of supportive material and effective structuring of information, critically-based thinking, debates
	Basics of the media	English / Russian	N. Trinkaitė	4	The course is designed for students to gain knowledge on the conception of the background of mass media and apply skills in a real situation. The basic aim is to give knowledge about theories of mass media functions, develop capabilities to manage information, plan, perform, analyze, evaluate communication and processes of public relations in

					organization, speak reasonably, search for information independently, create and organize public information, take decisions and work in a multicultural environment. In theoretical part students are taught to contemplate analytically, communicate and cooperate with partners in his/her mother-tongue and foreign languages. During the practical activities students develop self-study skills – do information search independently, collect data for articles in mass media, select mass media channels and evaluate the specifics of the presented information, plan actions of public relations and prepare texts for advertising, analyze and evaluate them. After completion of the course students are able to observe information, select it and use it in presentations
	Changes Communication	English / Russian	R. Pocevičienė	4	To develop skills to identify, plan and manage communication of organizational changes (and crises) in an ever changing environment, and foster the image of organizations. During the theoretical sessions the students will get acquainted with the essential types of changes and their management peculiarities, the principles of change communication. During the workshops, students develop skills to identify communication of changes in organizations, prepare plan of communication of organizations' change, select effective communication methods and ways of implementing them to the practise. To understand place of cultural differences in changes communication.
	Applied Science Methodology	English / Russian	R. Pocevičienė	4	To develop the ability to compile a research plan and prepare a research project, choosing appropriate theoretical and practical research methods to study the formulated problem; to process, present and argue reliable data required for decision making. Main topics: 1. Essence, the purpose and essential principles of applied research. 2. Concept of social research and it's differences of science research. 3. Ethics of social research. 4. Applied research methodology (topic, problem and object of the investigation, the aim, objectives, sample of the research etc.). 5. Literature analysis in applied research and theoretical methods. Research design. 6. Quantitative and qualitative research. 7. Empirical methods of data collection. 8. Methods of quantitative and qualitative data analysis. 9. Conclusions, recommendations and discussion. 10. Research reports. 11. Reference list. 12. Presentation of the research results.
	Management	English / Russian	R. Pocevičienė	5	The subject is intended to acquire knowledge about the latest management theories and principles, to develop skills of effective management, decision making process, problem solving, teamwork and understanding how important are cultural peculiarities in those processes. Main topics are the following: 1. Concept and essence of management. 2. Classical and modern theories of management and how important they are in current world. 3. Main functions and principles of management. 4. Decision-making and problem

				solving process in management and changing market. 5. Management of changes and crisis in organization. 6. Communication and effective teamwork.
Organizational Communication	English / Russian	R. Pocevičienė	4	To acquire knowledge about organization and communication and communication in organization, basic communication theories, to understand models of the communication process, signs and meanings in communication, classification of communication by contexts, interpersonal, group, organizational, public, mass communication, their differences, similarities, peculiarities, manifestation of convergence, developing abilities to apply theoretical communication models in organizational communication activities, communication in different cultural environment. The study subject focuses on the development of students' critical thinking.
Management of Innovations	English / Russian	R. Pocevičienė	4	"Innovations and management of innovative activities. To develop the ability to create the innovative idea, product, activity, to prepare the innovative action plan and manage activities. Main topics: Concept of innovations and the innovative activity; Characteristics of the innovative enterprise; Classification of innovations; stages of the innovative activity. Life cycle of innovations. Participants of the innovative activity; Management of the innovative activity; Creation of new ideas. Creation, assessment and implementation of new ideas; Plan of the innovative activity (product). Structure of the innovative action plan"
Knowledge Management	English / Russian	R. Pocevičienė	4	To provide knowledge about information and main knowledge management principles, importance of the learning organization in the context of the knowledge society, to develop the ability to apply knowledge management models in practice, to develop abilities to integrate individual knowledge into collective knowledge creating the knowledge base of the organization. Independent works are intended to identify and systematize criteria of the learning organization, to identify the influence of knowledge for innovative processes of the organization.
Intercultural Communication and Negotiation	English / Russian	dr. Rasa Pocevičienė	4	Gain knowledge about culture, its diversity and its impact on people and their groups, the impact of globalization on modern organizational communication, the main features of international and intercultural communication, theories (E. Hall's context theory, R. D Lew's cultural openness to the world and information theory, G. Hofstede cultural dimensions, E. D. Hirsh 's cultural literacy theory), the principles of intercultural communication and negotiation, to develop the ability to apply them in practice, to recognize and overcome cultural stereotypes, their influence on the communication process. During the seminars, tolerance for other nations and cultures, diversity and otherness is developed, the

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

					possibilities of acceptance and recognition of different cultures and reduction of cultural shock, and preconditions for constructive operation in a multicultural environment are examined.
	Quality Management	English	dr. Rasa Pocevičienė	4	Quality management principles, quality assessment methods, systems, standardization and achievements of practice, quality management theories, implementation of quality management methods in all areas of organization and business, managing organization and making strategic decisions. Practical skills are developed by selecting and solving real practice problems. Main topics: Quality management concepts; Assessment of the organization's quality level; Quality planning; Improving Quality; Creating a quality improvement program; Quality Improvement Tools and Methods. LEAN methodology; ISO 9000 series standards. Principles of quality management; Quality audit and etc.
Spring	Управление документами	русский	Jurgita Macienė	4	1. Общие требования к оформлению документов 2. Требования к документации и учету. 3. Документация от имени физических лиц. 4. Оформление правовых актов и подтверждающих документов. 5. Подготовка и оформление официальных и других деловых документов компании, учреждения.
	Professional Foreign Language I English	English	D. Civilkienė	6	Administrator's profession. Education. Career prospects. Qualities of a good employee. Office equipment, supplies, machinery. Business Communication (making contact, welcoming visitors, getting acquainted, telephoning, emailing, networking). Trade Fairs, Exhibitions, Conferences. Business Trips. Negotiations. Companies, organisations. Company Structure. Departments. Roles.
	Foreign Language II (English)	English	D. Civilkienė	4	The subject is designed to acquire and develop English language listening, speaking, reading, writing skills. During the course students develop basic English language communication skills in groups and individually, prepare presentations, participate in conversations, learn professional vocabulary. After the course the students will be able to communicate in the English language in everyday environment, communicate on the phone, introduce themselves and the students study: resent college in English, will correctly use grammar structures in the process of communication. The students study: English phonetics, roles of reading words. Family. Time. Habits. Hobbies. Leisure time. Travels. Weather. Profession. Biography. Verbs to be to have, articles. Numerals. Noun. Adjective. Pronoun
	Professional Foreign Language I (German)	English	dr. N. Jurgaitis	6	This course is designed for students with at least B1 level to further develop professional German skills in listening, speaking, reading and writing Main topics: 1. Studies and getting hired. Studies at the university of applied sciences, job search,

				<p>motivation letter, curriculum vitae.</p> <p>2. Work in a company. Types and structure of German companies, presentation of a company, business correspondence, commercial proposals, phone calls, formal meetings, exhibitions.</p> <p>3. Professional language (study programme specific). Vocabulary of professional terms</p>
I Foreign Language II (German)	English	dr. N. Jurgaitis	4	<p>The aim of this course is to provide students with a basic knowledge of German language. Main topics:</p> <p>1. Alphabet. Reading rules. Basic phrases. Numbers. Family and hobbies. Time. Daily activities. Verbs, nouns, pronouns, present tense.</p> <p>2. Home. Food and drinks. Travelling. Buying a ticket, booking a hotel, asking for directions. Restaurant, shopping. Prepositions. Present perfect tense.</p> <p>3. Weather and seasons. Clothes and colours. Health. Adjectives, future tense, passive voice</p>
Lithuanian Language (elementary)	English	dr. N. Jurgaitis	4	<p>The aim of this course is to provide students with a elementary knowledge of Lithuanian language</p> <p>Main topics:</p> <p>1. Alphabet. Pronunciation. Numbers. Family. Personal pronouns, conjugation of verbs, present tense.</p> <p>2. At home. Time. Daily activities. Food and drinks. Travelling. Declention of nouns. Prepositions.</p> <p>3. Weather and seasons. Clothes and colours. Adjectives</p>
Professional Foreign Language I (English)	English	dr. N. Litevkienė	6	<p>The subject is designed to develop general practical English language skills (listening, speaking, reading, writing) necessary in professional communication, to help the students of Office administration study programme consolidate and develop English language skills, to form and develop professional vocabulary during practical activities and self-study. The course involves the analysis of professional texts, the students learn the professional vocabulary, prepare presentations, develop communication skills. The students able to manage information and documents using office equipment, information systems and technologies. The students study: business communication, the work of an administrator in an office, management of an enterprise, its finances, Intercultural communication. The students study the peculiarities of the profession of office administration</p>
Foreign Language II (English)	English	dr. N. Litevkienė	4	<p>The subject is designed to acquire and develop English language listening, speaking, reading, writing skills. During the course students develop basic English language communication skills in groups and individually, prepare presentations, participate in conversations, learn professional vocabulary. After the course the students will be able to</p>

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

				communicate in the English language in everyday environment, communicate on the phone, introduce themselves and the students study: resent college in English, will correctly use grammar structures in the process of communication. The students study: English phonetics, roles of reading words. Family. Time. Habits. Hobbies. Leisure time. Travels. Weather. Profession. Biography. Verbs to be to have, articles. Numerals. Noun. Adjective. Pronoun
Professional Foreign Language I (English)	English	J. Korosteliova	6	The aim of the course is to improve students' general practical and communication English (as a foreign) language skills, build and develop professional vocabulary. The following topics will be covered during the course: Administrator's profession and education. Work duties, stationery and office supplies. Office equipment. Business communication (business letters, emails, making contact by phone). Making appointments. Greeting visitors. Giving directions. Small talk. Conferences. Agendas. Taking minutes. Types of business organizations. Company profile. Company structure and personnel management. Basics of Accounting. Annual reports, etc.
Business English	English	D. Civilkienė	6	Business Communication (making contact, welcoming visitors, getting acquainted, telephoning, emailing, networking). Trade Fairs, Exhibitions, Conferences. Business Trips. Negotiations. Companies, organisations. Company Structure. Departments. Roles. Business Environment. Doing Business Abroad. Different Business Styles. Intercultural Communication. Ethical Trading. Changing the World. Job satisfaction
Foreign Language II (Russian)	English	J. Briedytė	4	Alphabet. Phonetic symbols. Reading rules. Introductions. Getting Acquainted. Family and Friends. Appearance and Character. Home. Environment. Time Expressions. Daily Activities. Leisure Time and Hobby. Cities and Countries. Nationalities. Travelling (by train, bus, plane). Ticket Reservation. Booking a Hotel. Shopping. Banking. Telephoning. Language Etiquette. Grammar: noun, verb, adjective, pronoun, numeral, preposition, adverb
Professional Foreign Language I (Russian)	Russian	J. Briedytė	6	Administrator's profession: job description, working conditions, customer service, dress code. Business events: meetings, trade fairs, exhibitions, conferences. Business trips. Office equipment, supplies, machinery. Business documentation. Business communication (making contact, welcoming visitors, getting acquainted, telephoning, emailing, networking). Business etiquette. Companies, organisations. Company Structure. Departments. Roles
Business Russian	Russian	J. Briedytė	4	Business communication. Forms of business communication. International communication. Dress code. Oral communication: business events, meetings, trade fairs, exhibitions,

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

				conferences, negotiations. Presentations. Business telephoning. Business trips. Booking a hotel. Written communication: business documentation, emailing, business letter. Company: structure, departments, roles, products / services. Advertisement. Business plan. Trademark. Employment (CV, cover letter). Professional ethics
Quality Management	Russian	dr. Ligita Šalkauskienė	4	Целью курса является ознакомление с теориями, принципами, методами оценки качества, системами, стандартизацией и практическими достижениями управления качеством, чтобы уметь применять методы управления качеством во всех сферах организации бизнеса, управления бизнесом и принятия стратегических решений.
Creative Media	English / Russian	N.Trinkaitė	4	To develop creative thinking skills by designing and implementing creative ideas by creating a real creative product, taking advantage of modern information and communication technologies
Practice of Public Relations	English / Russian	N.Trinkaitė	6	To develop practical abilities needed to represent the organization in the public information environment, to create and implement organizational information dissemination programmes, using information search, systematization, processing technologies, to apply the principles of image fostering and communication.
Organizational Behaviour and Decision-Making Processes	English / Russian	R. Pocevičienė	4	To perceive the organization as a cohesive social system in which each element is significant. Develop the ability to effectively collaborate, lead, pursue organizational goals while meeting personal needs and plan social activities, address organizational issues, and make evidence-based decisions. Cultural influence on organizational behaviour and decision-making process. Decision-making algorithms and their implementing to the practice. Manager, leader and teamwork in decision-making processes.
Entrepreneurship and Leadership	English / Russian	R. Pocevičienė	4	To gain the knowledge and skills to understand the importance and essence of entrepreneurship and leadership today; to develop entrepreneurial and leadership competencies; apply them in professional and personal activities in communication with multicultural business partners and clients. Topics such as entrepreneurial traits and their expression will be addressed; culture and leadership; Leadership and teamwork and so on. Students will get acquainted with the main methods and technologies for the development of entrepreneurial and leadership competencies: Business Model Canvas, Lego Serious Play, Method Toolkit, Design Thinking and others.
Professional Ethics	English / Russian	R. Pocevičienė	4	The aim of the business ethics course is to provide knowledge about business ethics values, theories, ethical problems and their solutions, negotiation ethics, to develop ethical business communication skills. Key topics: professional principles and values; codes of ethics and conduct, their objectives, form and content, advantages and disadvantages of codes; business moral and social responsibility; ethical decisions and their adoption in a

				business organization; etiquette in a business organization; negotiation ethics; business etiquette. Theoretical knowledge is associated with the analysis of practical cases.
Changes Communication	English / Russian	R. Pocevičienė	4	To develop skills to identify, plan and manage communication of organizational changes (and crises) in an ever changing environment, and foster the image of organizations. During the theoretical sessions the students will get acquainted with the essential types of changes and their management peculiarities, the principles of change communication. During the workshops, students develop skills to identify communication of changes in organizations, prepare plan of communication of organizations' change, select effective communication methods and ways of implementing them to the practise. To understand place of cultural differences in changes communication.
Applied Science Methodology	English / Russian	R. Pocevičienė	4	To develop the ability to compile a research plan and prepare a research project, choosing appropriate theoretical and practical research methods to study the formulated problem; to process, present and argue reliable data required for decision making. Main topics: 1. Essence, the purpose and essential principles of applied research. 2. Concept of social research and it's differences of science research. 3. Ethics of social research. 4. Applied research methodology (topic, problem and object of the investigation, the aim, objectives, sample of the research etc.). 5. Literature analysis in applied research and theoretical methods. Research design. 6. Quantitative and qualitative research. 7. Empirical methods of data collection. 8. Methods of quantitative and qualitative data analysis. 9. Conclusions, recommendations and discussion. 10. Research reports. 11. Reference list. 12. Presentation of the research results.
Theory of Communication	English	L. Tamutienė	5	The primary objectives of this course are a) to examine the basic concepts of communication theory; b) to understand models of communication process, c) to develop abilities to apply theoretical communication models in organizational communication activities. Topics: Overview of the history of communication. Introduction of key concepts of communication. An examination of the communication process, terms and models. Introduction of semiotics. Messages, signs and meanings in communication. Overview of the development of communication studies
Quality Management	English / Russian	R. Pocevičienė	4	Quality management principles, quality assessment methods, systems, standardization and achievements of practice, quality management theories, implementation of quality management methods in all areas of organization and business, managing organization and

				making strategic decisions. Practical skills are developed by selecting and solving real practice problems. Main topics: Quality management concepts; Assessment of the organization's quality level; Quality planning; Improving Quality; Creating a quality improvement program; Quality Improvement Tools and Methods. LEAN methodology; ISO 9000 series standards. Principles of quality management; Quality audit and etc.
Public speaking	English / Russian	N. Trinkaitė	4	The course is designed for students to gain public speaking knowledge and skills. During the theoretical part of the course students are taught to contemplate analytically, express reasonable thoughts, develop their mother-tongue and foreign language speaking skills in communication with Lithuanian and foreign partners, also arrange various written and oral texts, public speeches, use information search, structure and processing technologies. During the practical activities students practice in preparing oral and written texts, analyze types of public speeches, their functions, methodology, learn how to present various types of speeches, know basic style requirements for public speeches, analyze the correlation between verbal and non-verbal communication means; know search methods of supportive material and effective structuring of information, critically-based thinking, debates
Basics of the media	English / Russian	N. Trinkaitė	4	The course is designed for students to gain knowledge on the conception of the background of mass media and apply skills in a real situation. The basic aim is to give knowledge about theories of mass media functions, develop capabilities to manage information, plan, perform, analyze, evaluate communication and processes of public relations in organization, speak reasonably, search for information independently, create and organize public information, take decisions and work in a multicultural environment. In theoretical part students are taught to contemplate analytically, communicate and cooperate with partners in his/her mother-tongue and foreign languages. During the practical activities students develop self-study skills – do information search independently, collect data for articles in mass media, select mass media channels and evaluate the specifics of the presented information, plan actions of public relations and prepare texts for advertising, analyze and evaluate them. After completion of the course students are able to observe information, select it and use it in presentations
Intercultural Communication and Negotiation	English / Russian	dr. Rasa Pocevičienė	4	Gain knowledge about culture, its diversity and its impact on people and their groups, the impact of globalization on modern organizational communication, the main features of international and intercultural communication, theories (E. Hall's context theory, R. D Lew's cultural openness to the world and information theory, G. Hofstede cultural dimensions, E. D. Hirsh 's cultural literacy theory), the principles of intercultural communication and negotiation, to develop the ability to apply them in practice, to recognize and overcome

				cultural stereotypes, their influence on the communication process. During the seminars, tolerance for other nations and cultures, diversity and otherness is developed, the possibilities of acceptance and recognition of different cultures and reduction of cultural shock, and preconditions for constructive operation in a multicultural environment are examined.
Knowledge Management	English / Russian	dr. Rasa Pocevičienė	4	To provide knowledge about information and main knowledge management principles, importance of the learning organization in the context of the knowledge society, to develop the ability to apply knowledge management models in practice, to develop abilities to integrate individual knowledge into collective knowledge creating the knowledge base of the organization. Independent works are intended to identify and systematize criteria of the learning organization, to identify the influence of knowledge for innovative processes of the organization.
Management of Innovations	English / Russian	dr. Rasa Pocevičienė	4	Innovations and management of innovative activities. To develop the ability to create the innovative idea, product, activity, to prepare the innovative action plan and manage innovation activities. Main topics: Concept of innovations and the innovative activity; Characteristics of the innovative enterprise; Classification of innovations; stages of the innovative activity. Life cycle of innovations. Participants of the innovative activity; Management of the innovative activity; Creation of new ideas. Creation, assessment and implementation of new ideas; Plan of the innovative activity (product). Structure of the innovative action plan
Organizational Communication	English / Russian	dr. Rasa Pocevičienė	4	To acquire knowledge about organization and communication and communication in organization, basic communication theories, to understand models of the communication process, signs and meanings in communication, classification of communication by contexts, interpersonal, group, organizational, public, mass communication, their differences, similarities, peculiarities, manifestation of convergence, developing abilities to apply theoretical communication models in organizational communication activities, communication in different cultural environment. The study subject focuses on the development of students' critical thinking.
Management	English / Russian	dr. Rasa Pocevičienė	5	The subject is intended to acquire knowledge about the latest management theories and principles, to develop skills of effective management, decision making process, problem solving, teamwork and understanding how important are cultural peculiarities in those processes. Main topics are the following: 1. Concept and essence of management. 2. Classical and modern theories of management and how important they are in current world. 3. Main functions and principles of management. 4. Decision-making and problem

solving process in management and changing market. 5. Management of changes and crisis in organization. 6. Communication and effective teamwork.

Information Management study programme

Faculty of Business and Technologies
Management and Communication Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Professional Foreign Language (English)	English	Jelena Korosteliova	4	The aim of the course is to improve students' general practical and communication English (as a foreign) language skills, build and develop professional vocabulary. The following topics will be covered during the course: Education and students' life in different countries. Student of Information Management. Forms of business communication (letters, emails, telephoning). Career opportunities. Information and IT. Databases. Information Search. Information resources. Information services. Digitisation. Information institutions: Information centres. Libraries. Archives. Museums, etc.
	Управление информацией и знаниями	русский	Violeta Stasėnaitė	6	Информационная наука и ее структура. Управление информацией и знаниями. Документальная коммуникация. Сущность знаний, их отношение к данным и информации. Способы формирования организационных знаний. Модели управления знаниями. Инструменты управления знаниями. Этапы развития информационной деятельности. Типология и функции информационных учреждений. Современные тенденции в специализированной информационной деятельности
	Креативные индустрии	русский	Violeta Stasėnaitė	4	Знакомство со средой учреждений в контексте творческих инноваций, разработка и реализация творческих идей в поисках новых способов общения и расширения сообществ потребителей.
	Организация эдукационной среды	русский	Violeta Stasėnaitė	5	Концепция эдукационной среды. Эдукационная среда как практика реализации образовательных или культурных программ в учреждениях, деятельностью которых является управление информацией
	Theory of communication	English	dr. Lina Tamutiene	6	Basic aspects of communication. An act of sharing messages. Set of informational goals. The process of communication. Models of communication.
	Basics of the media	English / Russian	N. Trinkaitė	4	The course is designed for students to gain knowledge on the conception of the background of mass media and apply skills in a real situation. The basic aim is to give knowledge about theories of mass media functions, develop capabilities to manage

				information, plan, perform, analyze, evaluate communication and processes of public relations in organization, speak reasonably, search for information independently, create and organize public information, take decisions and work in a multicultural environment. In theoretical part students are taught to contemplate analytically, communicate and cooperate with partners in his/her mother-tongue and foreign languages. During the practical activities students develop self-study skills – do information search independently, collect data for articles in mass media, select mass media channels and evaluate the specifics of the presented information, plan actions of public relations and prepare texts for advertising, analyze and evaluate them. After completion of the course students are able to observe information, select it and use it in presentations
Organization of Educational Environment	English	R. Jakutienė	3	Concept of educational environment; Learning environment in the organization; Learning environment in the communities of activity
Lithuanian Language (elementary)	English	dr. N. Jurgaitis	4	The aim of this course is to provide students with a elementary knowledge of Lithuanian language Main topics: 1. Alphabet. Pronunciation. Numbers. Family. Personal pronouns, conjugation of verbs, present tense. 2. At home. Time. Daily activities. Food and drinks. Travelling. Declention of nouns. Prepositions. 3. Weather and seasons. Clothes and colours. Adjectives
Intercultural Communication and Negotiation	English / Russian	dr. Rasa Pocevičienė	4	Gain knowledge about culture, its diversity and its impact on people and their groups, the impact of globalization on modern organizational communication, the main features of international and intercultural communication, theories (E. Hall's context theory, R. D Lew's cultural openness to the world and information theory, G. Hofstede cultural dimensions, E. D. Hirsh 's cultural literacy theory), the principles of intercultural communication and negotiation, to develop the ability to apply them in practice, to recognize and overcome cultural stereotypes, their influence on the communication process. During the seminars, tolerance for other nations and cultures, diversity and otherness is developed, the possibilities of acceptance and recognition of different cultures and reduction of cultural shock, and preconditions for constructive operation in a multicultural environment are examined.
Quality Management	English	dr. Rasa Pocevičienė	4	Quality management principles, quality assessment methods, systems, standardization and achievements of practice, quality management theories, implementation of quality

					management methods in all areas of organization and business, managing organization and making strategic decisions. Practical skills are developed by selecting and solving real practice problems. Main topics: Quality management concepts; Assessment of the organization's quality level; Quality planning; Improving Quality; Creating a quality improvement program; Quality Improvement Tools and Methods. LEAN methodology; ISO 9000 series standards. Principles of quality management; Quality audit and etc.
	Knowledge Management	English / Russian	dr. Rasa Pocevičienė	4	To provide knowledge about information and main knowledge management principles, importance of the learning organization in the context of the knowledge society, to develop the ability to apply knowledge management models in practice, to develop abilities to integrate individual knowledge into collective knowledge creating the knowledge base of the organization. Independent works are intended to identify and systematize criteria of the learning organization, to identify the influence of knowledge for innovative processes of the organization.
	Management of Innovations	English / Russian	dr. Rasa Pocevičienė	4	Innovations and management of innovative activities. To develop the ability to create the innovative idea, product, activity, to prepare the innovative action plan and manage innovation activities. Main topics: Concept of innovations and the innovative activity; Characteristics of the innovative enterprise; Classification of innovations; stages of the innovative activity. Life cycle of innovations. Participants of the innovative activity; Management of the innovative activity; Creation of new ideas. Creation, assessment and implementation of new ideas; Plan of the innovative activity (product). Structure of the innovative action plan
	Organizational Communication	English / Russian	dr. Rasa Pocevičienė	4	To acquire knowledge about organization and communication and communication in organization, basic communication theories, to understand models of the communication process, signs and meanings in communication, classification of communication by contexts, interpersonal, group, organizational, public, mass communication, their differences, similarities, peculiarities, manifestation of convergence, developing abilities to apply theoretical communication models in organizational communication activities, communication in different cultural environment. The study subject focuses on the development of students' critical thinking.
	Management	English / Russian	dr. Rasa Pocevičienė	5	The subject is intended to acquire knowledge about the latest management theories and principles, to develop skills of effective management, decision making process, problem solving, teamwork and understanding how important are cultural peculiarities in those processes. Main topics are the following: 1. Concept and essence of management. 2. Classical and modern theories of management and how important they are in current

				world. 3. Main functions and principles of management. 4. Decision-making and problem solving process in management and changing market. 5. Management of changes and crisis in organization. 6. Communication and effective teamwork.
Applied Science Methodology	English / Russian	dr. Rasa Pocevičienė	4	To develop the ability to compile a research plan and prepare a research project, choosing appropriate theoretical and practical research methods to study the formulated problem; to process, present and argue reliable data required for decision making. Main topics: 1. Essence, the purpose and essential principles of applied research. 2. Concept of social research and it's differences of science research. 3. Ethics of social research. 4. Applied research methodology (topic, problem and object of the investigation, the aim, objectives, sample of the research etc.). 5. Literature analysis in applied research and theoretical methods. Research design. 6. Quantitative and qualitative research. 7. Empirical methods of data collection. 8. Methods of quantitative and qualitative data analysis. 9. Conclusions, recommendations and discussion. 10. Research reports. 11. Reference list. 12. Presentation of the research results.
Changes Communication	English / Russian	dr. Rasa Pocevičienė	4	To develop skills to identify, plan and manage communication of organizational changes (and crises) in an ever changing environment, and foster the image of organizations. During the theoretical sessions the students will get acquainted with the essential types of changes and their management peculiarities, the principles of change communication. During the workshops, students develop skills to identify communication of changes in organizations, prepare plan of communication of organizations' change, select effective communication methods and ways of implementing them to the practise. To understand place of cultural differences in changes communication.
Professional Ethics	English / Russian	dr. Rasa Pocevičienė	4	The aim of the business ethics course is to provide knowledge about business ethics values, theories, ethical problems and their solutions, negotiation ethics, to develop ethical business communication skills. Key topics: professional principles and values; codes of ethics and conduct, their objectives, form and content, advantages and disadvantages of codes; business moral and social responsibility; ethical decisions and their adoption in a business organization; etiquette in a business organization; negotiation ethics; business etiquette. Theoretical knowledge is associated with the analysis of practical cases.
Entrepreneurship and Leadership	English / Russian	dr. Rasa Pocevičienė	4	To gain the knowledge and skills to understand the importance and essence of entrepreneurship and leadership today; to develop entrepreneurial and leadership competencies; apply them in professional and personal activities in communication with multicultural business partners and clients. Topics such as entrepreneurial traits and their expression will be addressed; culture and leadership; Leadership and teamwork and so on.

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

					Students will get acquainted with the main methods and technologies for the development of entrepreneurial and leadership competencies: Business Model Canvas, Lego Serious Play, Method Toolkit, Design Thinking and others.
	Organizational Behaviour and Decision-Making Processes	English / Russian	dr. Rasa Pocevičienė	4	To perceive the organization as a cohesive social system in which each element is significant. Develop the ability to effectively collaborate, lead, pursue organizational goals while meeting personal needs and plan social activities, address organizational issues, and make evidence-based decisions. Cultural influence on organizational behaviour and decision-making process. Decision-making algorithms and their implementing to the practice. Manager, leader and teamwork in decision-making processes.
	Organization of Non-Formal Education	English / Russian	dr. Rasa Pocevičienė	5	The subject is designed for students to gain knowledge and ability to understand the essence and significance of non-formal education in the context of lifelong learning, to organize activities of non-formal education as a part of a learning system, meeting the requirements of the consumers and working individually and in a team.
	Organization of Educational Environment	English / Russian	dr. Rasa Pocevičienė	5	Main topics: 1. The essence and meaning of adult learning. Non-formal adult education (s) as a feature of a learning society. 2. Peculiarities of non-formal adult learning organization. Various non-formal education strategies (experiential, self-government, constructive, etc. training). 3. The process of non-formal education. Psychological and sociocultural aspects of adult education. Adult education content and forms and methods of organization. 4. Differences between andragogy and pedagogy. Self-directed learning. Non - formal vocational education. Career education
Spring	Professional Foreign Language (English)	English	J. Korosteliová	3	The subject is designed for students to gain knowledge about the conceptual essence of educational environment, to explain it with reference to modern educational theories, to develop ability to analyze, assess and organize concrete educational environments, meeting the requirements of the consumers. Universal design in organization of educational environment.
	Методология прикладных исследований	русский	Violeta Stasėnaitė	5	ставляются знания об основных принципах методологии социальных исследований, развиваются способности разрабатывать план исследования, применять теоретические и практические методы исследований, подготовиться к курсовой и заключительной работе.
	Организация информационных услуг	русский	Violeta Stasėnaitė	6	Предоставляются знания о сути, характеристиках, принципах развития и управления информационными услугами, о видах услуг, их маркетинговый комплекс. Формируются способности определить спрос на традиционные и электронные услуги, оценить их качество.
	Информационное	русский	Violeta	4	Предоставляются знания о информационном поведении человека, развиваются

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

поведение		Stasėnaitė		способности определить информационные потребности пользователей, активировать поиск и употребление информационных источников.
Организация проектной деятельности	русский	Violeta Stasėnaitė	4	Предоставляются знания о концепции, подготовке, организации, администрировании и оценке проекта. Развиваются навыки по развитию проектной работы и культуре командной работы.
Theory of communication	English	dr. Lina Tamutiene	6	Basic aspects of communication. An act of sharing messages. Set of informational goals. The process of communication. Models of communication.
Business Russian	Russian	J. Briedytė	3	Professions of Information Management (librarian, archivist, museologist, office manager etc.). Professional activities: job description, skills, knowledge, competencies, working conditions, customer service. Information Management: information classification, information resources, storage devices, services, information seeking. Digitalization. Information computer equipment. Databases. Multimedia. Business communication: forms and types. Business etiquette. Business telephoning. Emailing. Presentations. International communication. Institutions: libraries, archives, museums, information / cultural / business centers. Professional innovations.
Business English	English	D. Civilkienė	6	"Business Communication (making contact, welcoming visitors, getting acquainted, telephoning, emailing, networking). Trade Fairs, Exhibitions, Conferences. Business Trips. Negotiations. Companies, organisations. Company Structure. Departments. Roles. Business Environment. Doing Business Abroad. Different Business Styles. Intercultural Communication. Ethical Trading. Changing the World. Job satisfaction"
Professional Foreign Language I (English)	English	dr. N. Litevkienė	6	The subject is designed to develop general practical English language skills (listening, speaking, reading, writing) necessary in professional communication, to help the students of Information Services study programme consolidate and develop English language skills, to form and develop professional vocabulary during practical activities and self-study. The course involves the analysis of professional texts, the students learn the professional vocabulary, prepare presentations, develop communication skills. The students study: Formal letters. E-mail. Letter writing etiquette. Applying for a job. Motivation letter. CV. Job interview. Telephone conversation. Telephone etiquette. Giving information by phone. Information professional. Libraries. The history of books and libraries. Famous librarians. The book. Structure of the book. Periodicals. The computer. Databases. Ways and systems of searching for information. Reading as communication. Students' reading habits.

				Services of libraries and information centres. Communication with customers. Book-crossing. Mobile libraries. Libraries and information centres of the world. Information resources of libraries. Library and self-study centre. Professional terms. Museums of the world. Archival science
Professional Foreign Language II (English)	English	dr. N. Litevkienė	4	The subject is designed to acquire and develop English language listening, speaking, reading, writing skills. During the course students develop basic English language communication skills in groups and individually, prepare presentations, participate in conversations, learn professional vocabulary. After the course the students will be able to communicate in the English language in everyday environment, communicate on the phone, introduce themselves and the students study: resent college in English, will correctly use grammar structures in the process of communication. The student study: Alphabet. Phonetic symbols. Reading rules. Making introductions. Family. Appearance and character. Home. Time. Daily routines. Hobbies. Leisure activities. Weather. Climate. Seasons. Traditions. Lithuania. Cities and countries. Travelling. Professions. Biography. CV. Plans for the future. Telephone conversation. Applying for a job. Providing information by phone. Verb „be“. Verb „have“. Construction there is/there are. Word order in the sentence. Numeral. Article. Preposition. Tenses of the Verb. Noun. Adjective. Adverb. Pronoun. Numeral. Questions
Professional Foreign Language I (Russian)	English	J. Briedytė	6	Professions of Information Management (librarian, archivist, museologist, office manager etc.). Professional activities: job description, skills, knowledge, competencies, working conditions, customer service. Information Management: information classification, information resources, storage devices, services, information seeking. Digitalization. Information computer equipment. Databases. Multimedia. Business communication: forms and types. Business etiquette. Business telephoning. Emailing. Presentations. International communication. Institutions: libraries, archives, museums, information / cultural / business centers. Professional innovations
Foreign Language II (Russian)	English	J. Briedytė	4	Alphabet. Phonetic symbols. Reading rules. Introductions. Getting Acquainted. Family and Friends. Appearance and Character. Home. Environment. Time Expressions. Daily Activities. Leisure Time and Hobby. Cities and Countries. Nationalities. Travelling (by train, bus, plane). Ticket Reservation. Booking a Hotel. Shopping. Banking. Telephoning. Language Etiquette. Grammar: noun, verb, adjective, pronoun, numeral, preposition, adverb
Organization of Educational	English / Russian	R. Pocevičienė	5	The subject is designed for students to gain knowledge and ability to understand the essence and significance of non-formal education in the context of lifelong learning, to

	Environment				organize activities of non-formal education as a part of a learning system, meeting the requirements of the consumers and working individually and in a team. Main topics: 1. The essence and meaning of adult learning. Non-formal adult education (s) as a feature of a learning society. 2. Peculiarities of non-formal adult learning organization. Various non-formal education strategies (experiential, self-government, constructive, etc. training). 3. The process of non-formal education. Psychological and sociocultural aspects of adult education. Adult education content and forms and methods of organization. 4. Differences between andragogy and pedagogy. Self-directed learning. Non - formal vocational education. Career education
	Organization of Non-Formal Education	English / Russian	R. Pocevičienė	5	The subject is designed for students to gain knowledge about the conceptual essence of educational environment, to explain it with reference to modern educational theories, to develop ability to analyze, assess and organize concrete educational environments, meeting the requirements of the consumers. Universal design in organization of educational environment.
	Organizational Behaviour and Decision-Making Processes	English / Russian	R. Pocevičienė	4	To perceive the organization as a cohesive social system in which each element is significant. Develop the ability to effectively collaborate, lead, pursue organizational goals while meeting personal needs and plan social activities, address organizational issues, and make evidence-based decisions. Cultural influence on organizational behaviour and decision-making process. Decision-making algorithms and their implementing to the practice. Manager, leader and teamwork in decision-making processes.
	Entrepreneurship and Leadership	English / Russian	R. Pocevičienė	4	To gain the knowledge and skills to understand the importance and essence of entrepreneurship and leadership today; to develop entrepreneurial and leadership competencies; apply them in professional and personal activities in communication with multicultural business partners and clients. Topics such as entrepreneurial traits and their expression will be addressed; culture and leadership; Leadership and teamwork and so on. Students will get acquainted with the main methods and technologies for the development of entrepreneurial and leadership competencies: Business Model Canvas, Lego Serious Play, Method Toolkit, Design Thinking and others.
	Professional Ethics	English / Russian	R. Pocevičienė	4	The aim of the business ethics course is to provide knowledge about business ethics values, theories, ethical problems and their solutions, negotiation ethics, to develop ethical business communication skills. Key topics: professional principles and values; codes of ethics and conduct, their objectives, form and content, advantages and disadvantages of codes; business moral and social responsibility; ethical decisions and their adoption in a business organization; etiquette in a business organization; negotiation ethics; business

				etiquette. Theoretical knowledge is associated with the analysis of practical cases.
Changes Communication	English / Russian	R. Pocevičienė	4	To develop skills to identify, plan and manage communication of organizational changes (and crises) in an ever changing environment, and foster the image of organizations. During the theoretical sessions the students will get acquainted with the essential types of changes and their management peculiarities, the principles of change communication. During the workshops, students develop skills to identify communication of changes in organizations, prepare plan of communication of organizations' change, select effective communication methods and ways of implementing them to the practise. To understand place of cultural differences in changes communication.
Applied Science Methodology	English / Russian	R. Pocevičienė	4	To develop the ability to compile a research plan and prepare a research project, choosing appropriate theoretical and practical research methods to study the formulated problem; to process, present and argue reliable data required for decision making. Main topics: 1. Essence, the purpose and essential principles of applied research. 2. Concept of social research and it's differences of science research. 3. Ethics of social research. 4. Applied research methodology (topic, problem and object of the investigation, the aim, objectives, sample of the research etc.). 5. Literature analysis in applied research and theoretical methods. Research design. 6. Quantitative and qualitative research. 7. Empirical methods of data collection. 8. Methods of quantitative and qualitative data analysis. 9. Conclusions, recommendations and discussion. 10. Research reports. 11. Reference list. 12. Presentation of the research results.
Public speaking	English / Russian	N. Trinkaitė	4	The course is designed for students to gain public speaking knowledge and skills. During the theoretical part of the course students are taught to contemplate analytically, express reasonable thoughts, develop their mother-tongue and foreign language speaking skills in communication with Lithuanian and foreign partners, also arrange various written and oral texts, public speeches, use information search, structure and processing technologies. During the practical activities students practice in preparing oral and written texts, analyze types of public speeches, their functions, methodology, learn how to present various types of speeches, know basic style requirements for public speeches, analyze the correlation between verbal and non-verbal communication means; know search methods of supportive material and effective structuring of information, critically-based thinking, debates
Basics of the media	English / Russian	N. Trinkaitė	4	The course is designed for students to gain knowledge on the conception of the background of mass media and apply skills in a real situation. The basic aim is to give

				knowledge about theories of mass media functions, develop capabilities to manage information, plan, perform, analyze, evaluate communication and processes of public relations in organization, speak reasonably, search for information independently, create and organize public information, take decisions and work in a multicultural environment. In theoretical part students are taught to contemplate analytically, communicate and cooperate with partners in his/her mother-tongue and foreign languages. During the practical activities students develop self-study skills – do information search independently, collect data for articles in mass media, select mass media channels and evaluate the specifics of the presented information, plan actions of public relations and prepare texts for advertising, analyze and evaluate them. After completion of the course students are able to observe information, select it and use it in presentations
Bibliographic Description	English	R. Jakutienė	5	Information resources description; Unique identifiers; Types of citation systems; APA citation format
Information retrieval	English	R. Jakutienė	5	Difference between information seeking and information searching; Information searching; Search models; Search tactics; Search moves; Information-seeking strategies; Search strategies; Factors affecting information searching
Information and Knowledge Management	Russian	V. Stasėnaitė	6	Информационная наука и ее структура. Управление информацией и знаниями. Документальная коммуникация. Сущность знаний, их отношение к данным и информации. Способы формирования организационных знаний. Модели управления знаниями. Инструменты управления знаниями. Этапы развития информационной деятельности. Типология и функции информационных учреждений. Современные тенденции в специализированной информационной деятельности
Services of Informations ((Информационные услуги)	Russian	V. Stasėnaitė	6	Концепция информационных услуг. Формы обслуживания клиентов. Современные информационные услуги (традиционные и электронные), их типология. Доступ к оцифрованным и электронным досье. Инструменты Web 2.0. Социальные сети. Оценка качества информационных услуг. Маркетинг информационных услуг.
Intercultural Communication and Negotiation	English / Russian	dr. Rasa Pocevičienė	4	Gain knowledge about culture, its diversity and its impact on people and their groups, the impact of globalization on modern organizational communication, the main features of international and intercultural communication, theories (E. Hall's context theory, R. D Lew's cultural openness to the world and information theory, G. Hofstede cultural dimensions, E. D. Hirsh 's cultural literacy theory), the principles of intercultural communication and negotiation, to develop the ability to apply them in practice, to recognize and overcome cultural stereotypes, their influence on the communication process. During the seminars, tolerance for other nations and cultures, diversity and

					otherness is developed, the possibilities of acceptance and recognition of different cultures and reduction of cultural shock, and preconditions for constructive operation in a multicultural environment are examined.
	Quality Management	English	dr. Rasa Pocevičienė	4	Quality management principles, quality assessment methods, systems, standardization and achievements of practice, quality management theories, implementation of quality management methods in all areas of organization and business, managing organization and making strategic decisions. Practical skills are developed by selecting and solving real practice problems. Main topics: Quality management concepts; Assessment of the organization's quality level; Quality planning; Improving Quality; Creating a quality improvement program; Quality Improvement Tools and Methods. LEAN methodology; ISO 9000 series standards. Principles of quality management; Quality audit and etc.
	Knowledge Management	English / Russian	dr. Rasa Pocevičienė	4	To provide knowledge about information and main knowledge management principles, importance of the learning organization in the context of the knowledge society, to develop the ability to apply knowledge management models in practice, to develop abilities to integrate individual knowledge into collective knowledge creating the knowledge base of the organization. Independent works are intended to identify and systematize criteria of the learning organization, to identify the influence of knowledge for innovative processes of the organization.
	Management of Innovations	English / Russian	dr. Rasa Pocevičienė	4	Innovations and management of innovative activities. To develop the ability to create the innovative idea, product, activity, to prepare the innovative action plan and manage activities. Main topics: Concept of innovations and the innovative activity; Characteristics of the innovative enterprise; Classification of innovations; stages of the innovative activity. Life cycle of innovations. Participants of the innovative activity; Management of the innovative activity; Creation of new ideas. Creation, assessment and implementation of new ideas; Plan of the innovative activity (product). Structure of the innovative action plan
	Organizational Communication	English / Russian	dr. Rasa Pocevičienė	4	To acquire knowledge about organization and communication and communication in organization, basic communication theories, to understand models of the communication process, signs and meanings in communication, classification of communication by contexts, interpersonal, group, organizational, public, mass communication, their differences, similarities, peculiarities, manifestation of convergence, developing abilities to apply theoretical communication models in organizational communication activities, communication in different cultural environment. The study subject focuses on the development of students' critical thinking.

	Management	English / Russian	dr. Rasa Pocevičienė	5	The subject is intended to acquire knowledge about the latest management theories and principles, to develop skills of effective management, decision making process, problem solving, teamwork and understanding how important are cultural peculiarities in those processes. Main topics are the following: 1. Concept and essence of management. 2. Classical and modern theories of management and how important they are in current world. 3. Main functions and principles of management. 4. Decision-making and problem solving process in management and changing market. 5. Management of changes and crisis in organization. 6. Communication and effective teamwork.
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Production and Logistics Management

Faculty of Business and Technologies
Management and Communication Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Professional Foreign Language I (English)	English	J. Korosteliová	6	The aim of the course is to improve students' general practical and communication English (as a foreign) language skills, build and develop professional vocabulary. The following topics will be covered during the course: Business communication (business correspondence, making contact by phone). Making appointments. Company structure. Types of companies. Human resources. Leadership. Career in production and logistics management. Production process. Accounting. Measurement systems. Work safety. Customer service. Supply chain. Planning. Stocktaking. Warehouse logistics. Logistics information systems. Logistic problems, etc.
	Integrated Marketing Communication	English	dr. Lina Tamutiene	6	Strategic coordination of communication to achieve the marketing goals of the organization. Forms of marketing communication. Advertising, sales promotion, public relations, direct marketing. Sustainability marketing communication.
	Lithuanian Language (elementary)	English	dr. N. Jurgaitis	4	The aim of this course is to provide students with a elementary knowledge of Lithuanian language Main topics: 1. Alphabet. Pronunciation. Numbers. Family. Personal pronouns, conjugation of verbs, present tense. 2. At home. Time. Daily activities. Food and drinks. Travelling. Declension of nouns. Prepositions. 3. Weather and seasons. Clothes and colours. Adjectives
	Professional Foreign Language I (English)	English	dr. N. Litevkiene	6	The subject is designed to develop general practical English language skills (listening, speaking, reading, writing) necessary in professional communication, to help the students of Production and Logistics Management study programme specialists consolidate and develop English language skills, to form and develop professional vocabulary during practical activities and self-study. The course involves the analysis of professional texts, the students learn the professional vocabulary, prepare presentations, develop communication skills. The students study: business communication, telephoning, work in an enterprise,

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

				types of enterprises, career opportunities, the process of production, client service, logistics, customs, problems of logistics
Foreign Language II (English)	English	dr. N. Litevkienė	4	The subject is designed to acquire and develop English language listening, speaking, reading, writing skills. During the course students develop basic English language communication skills in groups and individually, prepare presentations, participate in conversations, learn professional vocabulary. After the course the students will be able to communicate in the English language in everyday environment, communicate on the phone, introduce themselves and the students study: resent college in English, will correctly use grammar structures in the process of communication. The students study: the basics of English. Phonetics. Family. Time. Hobby. Travels. Weather. Countries and cities. Biography. Studies in the college. Telephoning. Ver. Numerals. Article. Noun. Adjective. Pronoun
Business English	English	D. Civilkienė	6	Business Communication (making contact, welcoming visitors, getting acquainted, telephoning, emailing, networking). Trade Fairs, Exhibitions, Conferences. Business Trips. Negotiations. Companies, organisations. Company Structure. Departments. Roles. Business Environment. Doing Business Abroad. Different Business Styles. Intercultural Communication. Ethical Trading. Changing the World. Job satisfaction
Foreign Language II (Russian)	English	J. Briedytė	4	Alphabet. Phonetic symbols. Reading rules. Introductions. Getting Acquainted. Family and Friends. Appearance and Character. Home. Environment. Time Expressions. Daily Activities. Leisure Time and Hobby. Cities and Countries. Nationalities. Travelling (by train, bus, plane). Ticket Reservation. Booking a Hotel. Shopping. Banking. Telephoning. Language Etiquette. Grammar: noun, verb, adjective, pronoun, numeral, preposition, adverb.
Professional Foreign Language I (Russian)	Russian	J. Briedytė	6	Business communication. Forms of business communication. Business telephoning. Business meetings. Emailing. Presentation. Career prospects. Employment (CV, cover letter). Professional ethics. Logistics. Logistics management. Logistic companies. Types of logistic companies. Customer care. 3P logistics. Safety at work. Logistics information systems. Warehousing. Freight insurance. Customs. Troubleshooting.
Quality Management	Russian	dr. Ligita Šalkauskienė	4	Целью курса является ознакомление с теориями, принципами, методами оценки качества, системами, стандартизацией и практическими достижениями управления качеством, чтобы уметь применять методы управления качеством во всех сферах организации бизнеса, управления бизнесом и принятия стратегических решений.
Intercultural	English /	dr. Rasa	4	Gain knowledge about culture, its diversity and its impact on people and their groups, the

	Communication and Negotiation	Russian	Pocevičienė		impact of globalization on modern organizational communication, the main features of international and intercultural communication, theories (E. Hall's context theory, R. D. Lew's cultural openness to the world and information theory, G. Hofstede cultural dimensions, E. D. Hirsh 's cultural literacy theory), the principles of intercultural communication and negotiation, to develop the ability to apply them in practice, to recognize and overcome cultural stereotypes, their influence on the communication process. During the seminars, tolerance for other nations and cultures, diversity and otherness is developed, the possibilities of acceptance and recognition of different cultures and reduction of cultural shock, and preconditions for constructive operation in a multicultural environment are examined.
	Quality Management	English	dr. Rasa Pocevičienė	4	Quality management principles, quality assessment methods, systems, standardization and achievements of practice, quality management theories, implementation of quality management methods in all areas of organization and business, managing organization and making strategic decisions. Practical skills are developed by selecting and solving real practice problems. Main topics: Quality management concepts; Assessment of the organization's quality level; Quality planning; Improving Quality; Creating a quality improvement program; Quality Improvement Tools and Methods. LEAN methodology; ISO 9000 series standards. Principles of quality management; Quality audit and etc.
	Knowledge Management	English / Russian	dr. Rasa Pocevičienė	4	To provide knowledge about information and main knowledge management principles, importance of the learning organization in the context of the knowledge society, to develop the ability to apply knowledge management models in practice, to develop abilities to integrate individual knowledge into collective knowledge creating the knowledge base of the organization. Independent works are intended to identify and systematize criteria of the learning organization, to identify the influence of knowledge for innovative processes of the organization.
	Management of Innovations	English / Russian	dr. Rasa Pocevičienė	4	Innovations and management of innovative activities. To develop the ability to create the innovative idea, product, activity, to prepare the innovative action plan and manage innovative activities. Main topics: Concept of innovations and the innovative activity; Characteristics of the innovative enterprise; Classification of innovations; stages of the innovative activity. Life cycle of innovations. Participants of the innovative activity; Management of the innovative activity; Creation of new ideas. Creation, assessment and implementation of new ideas; Plan of the innovative activity (product). Structure of the innovative action plan
	Organizational	English /	dr. Rasa	4	To acquire knowledge about organization and communication and communication in

	Communication	Russian	Pocevičienė		organization, basic communication theories, to understand models of the communication process, signs and meanings in communication, classification of communication by contexts, interpersonal, group, organizational, public, mass communication, their differences, similarities, peculiarities, manifestation of convergence, developing abilities to apply theoretical communication models in organizational communication activities, communication in different cultural environment. The study subject focuses on the development of students' critical thinking.
	Management	English / Russian	dr. Rasa Pocevičienė	5	The subject is intended to acquire knowledge about the latest management theories and principles, to develop skills of effective management, decision making process, problem solving, teamwork and understanding how important are cultural peculiarities in those processes. Main topics are the following: 1. Concept and essence of management. 2. Classical and modern theories of management and how important they are in current world. 3. Main functions and principles of management. 4. Decision-making and problem solving process in management and changing market. 5. Management of changes and crisis in organization. 6. Communication and effective teamwork.
	Applied Science Methodology	English / Russian	dr. Rasa Pocevičienė	4	To develop the ability to compile a research plan and prepare a research project, choosing appropriate theoretical and practical research methods to study the formulated problem; to process, present and argue reliable data required for decision making. Main topics: 1. Essence, the purpose and essential principles of applied research. 2. Concept of social research and its differences of science research. 3. Ethics of social research. 4. Applied research methodology (topic, problem and object of the investigation, the aim, objectives, sample of the research etc.). 5. Literature analysis in applied research and theoretical methods. Research design. 6. Quantitative and qualitative research. 7. Empirical methods of data collection. 8. Methods of quantitative and qualitative data analysis. 9. Conclusions, recommendations and discussion. 10. Research reports. 11. Reference list. 12. Presentation of the research results.
	Changes Communication	English / Russian	dr. Rasa Pocevičienė	4	To develop skills to identify, plan and manage communication of organizational changes (and crises) in an ever changing environment, and foster the image of organizations. During the theoretical sessions the students will get acquainted with the essential types of changes and their management peculiarities, the principles of change communication. During the workshops, students develop skills to identify communication of changes in organizations, prepare plan of communication of organizations' change, select effective communication methods and ways of implementing them to the practice. To understand place of cultural differences in changes communication.

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

	Professional Ethics	English / Russian	dr. Rasa Pocevičienė	4	The aim of the business ethics course is to provide knowledge about business ethics values, theories, ethical problems and their solutions, negotiation ethics, to develop ethical business communication skills. Key topics: professional principles and values; codes of ethics and conduct, their objectives, form and content, advantages and disadvantages of codes; business moral and social responsibility; ethical decisions and their adoption in a business organization; etiquette in a business organization; negotiation ethics; business etiquette. Theoretical knowledge is associated with the analysis of practical cases.
	Entrepreneurship and Leadership	English / Russian	dr. Rasa Pocevičienė	4	To gain the knowledge and skills to understand the importance and essence of entrepreneurship and leadership today; to develop entrepreneurial and leadership competencies; apply them in professional and personal activities in communication with multicultural business partners and clients. Topics such as entrepreneurial traits and their expression will be addressed; culture and leadership; Leadership and teamwork and so on. Students will get acquainted with the main methods and technologies for the development of entrepreneurial and leadership competencies: Business Model Canvas, Lego Serious Play, Method Toolkit, Design Thinking and others.
	Organizational Behaviour and Decision-Making Processes	English / Russian	dr. Rasa Pocevičienė	4	To perceive the organization as a cohesive social system in which each element is significant. Develop the ability to effectively collaborate, lead, pursue organizational goals while meeting personal needs and plan social activities, address organizational issues, and make evidence-based decisions. Cultural influence on organizational behaviour and decision-making process. Decision-making algorithms and their implementing to the practice. Manager, leader and teamwork in decision-making processes.
Spring	Professional Foreign Language I (English)	English	J. Korosteliova	6	The aim of the course is to improve students' general practical and communication English (as a foreign) language skills, build and develop professional vocabulary. The following topics will be covered during the course: Business communication (business correspondence, making contact by phone). Making appointments. Company structure. Types of companies. Human resources. Leadership. Career in production and logistics management. Production process. Accounting. Measurement systems. Work safety. Customer service. Supply chain. Planning. Stocktaking. Warehouse logistics. Logistics information systems. Logistic problems, etc.
	Integrated Marketing Communication	English	dr. Lina Tamutiene	6	Strategic coordination of communication to achieve the marketing goals of the organization. Forms of marketing communication. Advertising, sales promotion, public relations, direct marketing. Sustainability marketing communication.
	Lithuanian Language (elementary)	English	dr. N. Jurgaitis	4	The aim of this course is to provide students with a elementary knowledge of Lithuanian language

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

				<p>Main topics:</p> <p>1. Alphabet. Pronunciation. Numbers. Family. Personal pronouns, conjugation of verbs, present tense.</p> <p>2. At home. Time. Daily activities. Food and drinks. Travelling. Declension of nouns. Prepositions.</p> <p>3. Weather and seasons. Clothes and colours. Adjectives</p>
Professional Foreign Language I (English)	English	dr. N. Litevkienė	6	<p>The subject is designed to develop general practical English language skills (listening, speaking, reading, writing) necessary in professional communication, to help the students of Production and Logistics Management study programme specialists consolidate and develop English language skills, to form and develop professional vocabulary during practical activities and self-study. The course involves the analysis of professional texts, the students learn the professional vocabulary, prepare presentations, develop communication skills. The students study: business communication, telephoning, work in an enterprise, types of enterprises, career opportunities, the process of production, client service, logistics, customs, problems of logistics</p>
Foreign Language II (English)	English	dr. N. Litevkienė	4	<p>The subject is designed to acquire and develop English language listening, speaking, reading, writing skills. During the course students develop basic English language communication skills in groups and individually, prepare presentations, participate in conversations, learn professional vocabulary. After the course the students will be able to communicate in the English language in everyday environment, communicate on the phone, introduce themselves and the students study: recent college in English, will correctly use grammar structures in the process of communication. The students study: the basics of English. Phonetics. Family. Time. Hobby. Travels. Weather. Countries and cities. Biography. Studies in the college. Telephoning. Ver. Numerals. Article. Noun. Adjective. Pronoun</p>
Business English	English	D. Civiškienė	6	<p>Business Communication (making contact, welcoming visitors, getting acquainted, telephoning, emailing, networking). Trade Fairs, Exhibitions, Conferences. Business Trips. Negotiations. Companies, organisations. Company Structure. Departments. Roles. Business Environment. Doing Business Abroad. Different Business Styles. Intercultural Communication. Ethical Trading. Changing the World. Job satisfaction</p>
Foreign Language II (Russian)	English	J. Briedytė	4	<p>Alphabet. Phonetic symbols. Reading rules. Introductions. Getting Acquainted. Family and Friends. Appearance and Character. Home. Environment. Time Expressions. Daily Activities.</p>

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

				Leisure Time and Hobby. Cities and Countries. Nationalities. Travelling (by train, bus, plane). Ticket Reservation. Booking a Hotel. Shopping. Banking. Telephoning. Language Etiquette. Grammar: noun, verb, adjective, pronoun, numeral, preposition, adverb.
Professional Foreign Language I (Russian)	Russian	J. Briedytė	6	Business communication. Forms of business communication. Business telephoning. Business meetings. Emailing. Presentation. Career prospects. Employment (CV, cover letter). Professional ethics. Logistics. Logistics management. Logistic companies. Types of logistic companies. Customer care. 3P logistics. Safety at work. Logistics information systems. Warehousing. Freight insurance. Customs. Troubleshooting.
Quality Management	Russian	dr. Ligita Šalkauskienė	4	Целью курса является ознакомление с теориями, принципами, методами оценки качества, системами, стандартизацией и практическими достижениями управления качеством, чтобы уметь применять методы управления качеством во всех сферах организации бизнеса, управления бизнесом и принятия стратегических решений.
Intercultural Communication and Negotiation	English / Russian	dr. Rasa Pocevičienė	4	Gain knowledge about culture, its diversity and its impact on people and their groups, the impact of globalization on modern organizational communication, the main features of international and intercultural communication, theories (E. Hall's context theory, R. D Lew's cultural openness to the world and information theory, G. Hofstede cultural dimensions, E. D. Hirsh 's cultural literacy theory), the principles of intercultural communication and negotiation, to develop the ability to apply them in practice, to recognize and overcome cultural stereotypes, their influence on the communication process. During the seminars, tolerance for other nations and cultures, diversity and otherness is developed, the possibilities of acceptance and recognition of different cultures and reduction of cultural shock, and preconditions for constructive operation in a multicultural environment are examined.
Quality Management	English	dr. Rasa Pocevičienė	4	Quality management principles, quality assessment methods, systems, standardization and achievements of practice, quality management theories, implementation of quality management methods in all areas of organization and business, managing organization and making strategic decisions. Practical skills are developed by selecting and solving real practice problems. Main topics: Quality management concepts; Assessment of the organization's quality level; Quality planning; Improving Quality; Creating a quality improvement program; Quality Improvement Tools and Methods. LEAN methodology; ISO 9000 series standards. Principles of quality management; Quality audit and etc.
Knowledge Management	English / Russian	dr. Rasa Pocevičienė	4	To provide knowledge about information and main knowledge management principles, importance of the learning organization in the context of the knowledge society, to develop the ability to apply knowledge management models in practice, to develop

				abilities to integrate individual knowledge into collective knowledge creating the knowledge base of the organization. Independent works are intended to identify and systematize criteria of the learning organization, to identify the influence of knowledge for innovative processes of the organization.
Management of Innovations	English / Russian	dr. Rasa Pocevičienė	4	Innovations and management of innovative activities. To develop the ability to create the innovative idea, product, activity, to prepare the innovative action plan and manage innovation activities. Main topics: Concept of innovations and the innovative activity; Characteristics of the innovative enterprise; Classification of innovations; stages of the innovative activity. Life cycle of innovations. Participants of the innovative activity; Management of the innovative activity; Creation of new ideas. Creation, assessment and implementation of new ideas; Plan of the innovative activity (product). Structure of the innovative action plan
Organizational Communication	English / Russian	dr. Rasa Pocevičienė	4	To acquire knowledge about organization and communication and communication in organization, basic communication theories, to understand models of the communication process, signs and meanings in communication, classification of communication by contexts, interpersonal, group, organizational, public, mass communication, their differences, similarities, peculiarities, manifestation of convergence, developing abilities to apply theoretical communication models in organizational communication activities, communication in different cultural environment. The study subject focuses on the development of students' critical thinking.
Management	English / Russian	dr. Rasa Pocevičienė	5	The subject is intended to acquire knowledge about the latest management theories and principles, to develop skills of effective management, decision making process, problem solving, teamwork and understanding how important are cultural peculiarities in those processes. Main topics are the following: 1. Concept and essence of management. 2. Classical and modern theories of management and how important they are in current world. 3. Main functions and principles of management. 4. Decision-making and problem solving process in management and changing market. 5. Management of changes and crisis in organization. 6. Communication and effective teamwork.
Applied Science Methodology	English / Russian	dr. Rasa Pocevičienė	4	To develop the ability to compile a research plan and prepare a research project, choosing appropriate theoretical and practical research methods to study the formulated problem; to process, present and argue reliable data required for decision making. Main topics: 1. Essence, the purpose and essential principles of applied research. 2. Concept of social research and its differences of science research. 3. Ethics of social research. 4. Applied research methodology (topic, problem and object of the investigation, the aim, objectives,

				sample of the research etc.). 5. Literature analysis in applied research and theoretical methods. Research design. 6. Quantitative and qualitative research. 7. Empirical methods of data collection. 8. Methods of quantitative and qualitative data analysis. 9. Conclusions, recommendations and discussion. 10. Research reports. 11. Reference list. 12. Presentation of the research results.
Changes Communication	English / Russian	dr. Rasa Pocevičienė	4	To develop skills to identify, plan and manage communication of organizational changes (and crises) in an ever changing environment, and foster the image of organizations. During the theoretical sessions the students will get acquainted with the essential types of changes and their management peculiarities, the principles of change communication. During the workshops, students develop skills to identify communication of changes in organizations, prepare plan of communication of organizations' change, select effective communication methods and ways of implementing them to the practise. To understand place of cultural differences in changes communication.
Professional Ethics	English / Russian	dr. Rasa Pocevičienė	4	The aim of the business ethics course is to provide knowledge about business ethics values, theories, ethical problems and their solutions, negotiation ethics, to develop ethical business communication skills. Key topics: professional principles and values; codes of ethics and conduct, their objectives, form and content, advantages and disadvantages of codes; business moral and social responsibility; ethical decisions and their adoption in a business organization; etiquette in a business organization; negotiation ethics; business etiquette. Theoretical knowledge is associated with the analysis of practical cases.
Entrepreneurship and Leadership	English / Russian	dr. Rasa Pocevičienė	4	To gain the knowledge and skills to understand the importance and essence of entrepreneurship and leadership today; to develop entrepreneurial and leadership competencies; apply them in professional and personal activities in communication with multicultural business partners and clients. Topics such as entrepreneurial traits and their expression will be addressed; culture and leadership; Leadership and teamwork and so on. Students will get acquainted with the main methods and technologies for the development of entrepreneurial and leadership competencies: Business Model Canvas, Lego Serious Play, Method Toolkit, Design Thinking and others.
Organizational Behaviour and Decision-Making Processes	English / Russian	dr. Rasa Pocevičienė	4	To perceive the organization as a cohesive social system in which each element is significant. Develop the ability to effectively collaborate, lead, pursue organizational goals while meeting personal needs and plan social activities, address organizational issues, and make evidence-based decisions. Cultural influence on organizational behaviour and decision-making process. Decision-making algorithms and their implementing to the practice. Manager, leader and teamwork in decision-making processes.

Engineering Sciences Department

Faculty of Business and Technology

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

Automatics Electrical Engineering study programme

Faculty of Business and Technologies
Engineering Sciences Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Mathematics	English	dr. I. Vaičiulytė	6	1. Linear algebra 2. Vector algebra 3. Analytical geometry 4. Functions. Calculation of limits 5. Differential calculus
	Electric Drive	English/russian	M. Kernagis	6	Subject is for students to acquire knowledge and skills needed to work with electric drives, to learn to calculate and choose electric motor power for different modes of operation of electric drives and electric motor starting and control equipment.
	Civil safety	English/Russian	S.Karosienė	–	The subject is for students to know the structure of the system of civil safety and rescue, to be able to predict the scale of emergency situations and its influence on human and the environment, to learn how to behave in emergency situations
	Electrical drive control systems	English/russian	M. Kernagis	6	1. Electric drives control devices; 2. Electrical drive control by relays and contactors; 3. Electrical drive control by contactless appliances; 4. Alternating current drive control systems; 5. Digital electric drive control systems.
	Electromechanical transducers	English/russian	M. Kernagis	4	1. Introduction. Classification of electromechanical converters; 2. Direct current electromechanical converters; 3. Transformers; 4. General theoretical foundations for AC electromechanical converters; 5. Asynchronous electromechanical converters; 6. Synchronous electromechanical converters.
	Basics of automation	Eng/Rus	A. Kontautas	4	The most common automation components, their use schemes and features.
	Electropneumatic systems	Eng/Rus	A. Kontautas	7	The most common electropneumatic components, their use schemes and features.
Spring	Mathematics	English	dr. I. Vaičiulytė	6	1. Linear algebra 2. Vector algebra 3. Analytical geometry 4. Functions. Calculation of limits

				5. Differential calculus
Civil safety	English / Russian	S.Karosienė	–	The subject is for students to know the structure of the system of civil safety and rescue, to be able to predict the scale of emergency situations and its influence on human and the environment, to learn how to behave in emergency situations
Basics of automation	Eng/Rus	A. Kontautas	4	The most common automation components, their use schemes and features.
Electropneumatic systems	Eng/Rus	A. Kontautas	7	The most common electropneumatic components, their use schemes and features.
Construction of Automation Modules	English	S. Niauronis	5	Methods of installation of automation elements and factors that may influence their functionality. PCB manufacturing technologies. Peculiarities of installation of automation and electronic elements on printed circuit boards. Technological documentation required for the production of a printed circuit board. Documentation preparation using Autodesk Eagle CAD software. Circuit diagram conversion to Eagle CAD environment. Eagle CAD component databases. Routing of PCB tracks between automation elements in Eagle CAD environment. Eagle CAD library design.
PLC Systems	English	S. Niauronis	4	Modular PLC systems. CoDeSys Libraries. Industrial communication protocols. Human-machine interfaces. PLC integration with web applications. Database Basics.
Microprocessors and Programming	English	S. Niauronis	5	1. Microprocessors and microcontrollers. Microprocessor development history; 2. Typical circuit solutions and data communication interfaces 3. Control algorithms and programming. Basics of control algorithm reading and design; 4. Microcontrollers and their functions in cars.
Internet of Things (IoT)	English	S. Niauronis	3	1. IoT basics. IIoT and its purpose in process automatization; 2. Popular IoT platforms and Single Board Computers (SBC); 3. C programming for embedded systems, serial communication, Human Machine Interfaces (HMI); 4. IoT communication protocols. Automation communication, TCP/IP communication. Building Management System (BMS) communication; 5. IoT safety;
Basics of Robotics	English	S. Niauronis	4	Industrial robots. Mobile robots. Autonomous Mobile Robots. Power sources for mobile robotic systems. Energy conversion and control in robotic systems. Programmable robot controllers.
Electric Drive	English	M. Kernagis	6	Subject is for students to acquire knowledge and skills needed to work with electric drives, to learn to calculate and choose electric motor power for different modes of operation of electric drives and electric motor starting and control equipment.
Electrical drive control systems	English	M. Kernagis	6	1. Electric drives control devices; 2. Electrical drive control by relays and contactors; 3. Electrical drive control by contactless appliances; 4. Alternating current drive control systems; 5. Digital electric drive control systems.

	Electromachanical transducers	English	M. Kernagis	4	1. Introduction. Classification of electromechanical converters; 2. Direct current electromechanical converters; 3. Transformers; 4 General theoretical foundations for AC electromechanical converters; 5. Asynchronous electromechanical converters; 6. Synchronous electromechanical converters.
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Construction study programme

Faculty of Business and Technologies
Engineering Sciences Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Technology of Construction Work	Russian	E. Mockienė	6	<ol style="list-style-type: none"> 1. General issues of technology and organization of construction works. 2. Transportation of construction loads. 3. Earth works. 4. Pile installation work. 5. Masonry work. 6. Erection of prefabricated structures. 7. Monolithic concrete and reinforced concrete works. 8. Wood works. 9. Roofing work. 10. Insulation work. 11. Installation of the floor.
	Organization of Construction Work	Russian	E. Mockienė	3	<ol style="list-style-type: none"> 1. Basics of organization of construction. 2. Logistic support of construction. 3. Preparation of construction technology and organization documentation. 4. Scheduling. 5. Network scheduling. 6. Self-study 7. Organization of flow construction. 8. Management of quality of building production. 9. State regulation of construction.
	Construction Drawing	English	L. Skridailaitė	6	<ol style="list-style-type: none"> 1. Formatting drawings. 2. Projection drawing. 3. Technical drawing. 4. Construction drawing. 5. Fundamentals of design of buildings. 6. Drawing and modifying 3D objects
	Building Materials	Russian	L. Kelpšienė / D.	3	<ol style="list-style-type: none"> 1. Standards and quality control of building materials.

			Nesovas		2. The main properties of building materials and their indicators, formulas, units of measurement. 3. Materials and products from natural stone. 4. Ceramic products for buildings. 5. Building metals and products. 6. Inorganic binders.
	Basics of Construction	English / Russian	D. Nesovas	4	1. General knowledge of buildings and structures. 2. History of architecture. 3. Types of construction of the structure 4. Peculiarities of classification of buildings. 5. Buildings of cultural heritage. 6. Life cycles of the structure. 7. The concept of advanced construction. 8. Energy-efficient buildings. 9. Industrial buildings.
	Environmental and Human Safety	English / Russian	V. Petraškienė	4	1. General principles of organization of occupational health and safety in the European Union and Lithuanian companies. 2. Rights and duties of the employer and employee in the area of occupational safety and health. 3. Implementation of the measures for occupational safety and health in the company. 4. Rules of health and safety on the construction site. 5. Risks of the working environment and personal safety measures on the construction site. 6. General principles of organization of safe work on the construction site. 7. Requirements for environmental protection on the construction site. 8. Assessment of working environment and working conditions
	Building Maintenance	English / Russian	D. Nesovas	3	1. Facility maintenance. 2. Evaluation of the condition of the structures of buildings. 3. Organization of maintenance of buildings. 4. Essential requirements for buildings. 5. Fire safety of buildings. 6. Technical expert examination of the building. 7. Wear of buildings.
	Mathematics	English / Russian	dr. A. Rimkevičienė	6	1. Matrix. 2. Systems of linear equations.

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

				<ul style="list-style-type: none"> 3. Linear inequalities and the planning. 4. The limit of a function. 5. Second order curves. Ellipse, hyperbola, parabola. 6. Differential calculations. 7. Integral calculations.
Civil safety	English/Russian	S.Karosienė	–	The subject is for students to know the structure of the system of civil safety and rescue, to be able to predict the scale of emergency situations and its influence on human and the environment, to learn how to behave in emergency situations
Building Constructions	Russian	L. Kelpšienė	6	<ul style="list-style-type: none"> 1. Structural elements of buildings and structural systems. 2. Basics and Foundations of Buildings. 3. Walls. 4. Overlays. 5. Floors. 6. Partitions. 7. Roofs. 8. Stairs. 9. Windows, doors, gates. 10. Engineering equipment.
Applied physics	Russian	A.Garbaliauskas	3	<ul style="list-style-type: none"> 1. Thermodynamics 2. Direct current 3. Alternating current 4. Semiconductor physics 5. Optics
Chemistry	English/Russian	V.Petraškienė	4	<ul style="list-style-type: none"> 1. Introduction, chemical nomenclature. 2. Structure of substances. 3. Chemical kinetics. 4. Energetics of chemical processes. 5. Solutions and other disperse systems. 6. Water chemistry, ecological problems. 7. Electrochemical processes. 8. Corrosion of metals. 9. Chemistry of technically important materials.
Engineering Research	Russian	L. Kelpšienė	3	<ul style="list-style-type: none"> 1. Procedures for the organization and financing of research and experimental development works.

					2. Sources of scientific and technical information and search engines, international databases. 3. Research process, its structure. 4. Technical creation, methods. 5. Creating an experiment (test) plan. 6. Engineering design. 7. Formulation of tasks of reference for a research or project. 8. Intellectual property. 9. Documentation of engineering research, projects.
	Civil safety	English/Russian	S.Karosienė	–	The subject is for students to know the structure of the system of civil safety and rescue, to be able to predict the scale of emergency situations and its influence on human and the environment, to learn how to behave in emergency situations
	Building physics	English	L. Skridailaitė	3	1. Thermal physics. 2. Climate and microclimate. 3. Thermal and moisture properties of building materials and products. 4. Main principles of assessment and design of energy performance of buildings. 5. Calculation of physical parameters of the building envelope. 6. Requirements for designing buildings. 7. Basics of building acoustics. 8. Basics of lighting of premises.
	Basics of structural analysis	English	L. Skridailaitė	5	1. Basics of structural design. 2. Design values of materials. 3. Types of connections of members of timber structures. 4. Design of timber structures. 5. Materials of masonry structures, their properties. 6. Calculation of the elements of masonry structures in accordance with the requirements of ultimate limit states. 7. Design of masonry. 8. Reinforced concrete. 9. Calculation of strength of the elements subjected to flexure. 10. Analysis of cracking and deformation of reinforced concrete elements. 11. Analysis and design of compression and tension elements. 12. Materials of metal structures. 13. Joints of elements of steel structures.

					14. Beams, beam and girder construction. 15. Metallic frames and metalwork.
	Basics of Construction	English	D. Nesovas	4	1. General knowledge of buildings and structures. 2. History of architecture. 3. Types of construction of the structure 4. Peculiarities of classification of buildings. 5. Buildings of cultural heritage. 6. Life cycles of the structure. 7. The concept of advanced construction. 8. Energy-efficient buildings. 9. Industrial buildings.
	Building Maintenance	English	D. Nesovas	3	1. Facility maintenance. 2. Evaluation of the condition of the structures of buildings. 3. Organization of maintenance of buildings. 4. Essential requirements for buildings. 5. Fire safety of buildings. 6. Technical expert examination of the building. 7. Wear of buildings.
	Mathematics	English	dr. A. Rimkevičienė	3	1. Integral calculations. 2. Differential equations, their solution and application. 3. Complex numbers.

Transport Engineering Department

Faculty of Business and Technology

Automobile Technical Exploitation study programme

Faculty of Business and Technologies
Transport Engineering Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Automobiles	English	S. Palepšaitis	3	The overall design and development trend of the automobiles. Engine: crank mechanism. Gas distribution mechanism. Cooling system. Lubrication system. Otto motor power systems. Diesel engine power systems. Ignition system. Starter.
	Consumables	English/ Russian	R. Ignatavičius, V. Petraškienė	3	1. Consumable Chemistry: 2. Automotive fuel: 3. Car oils: 4. Properties of plastic lubricants, their labeling and application possibilities. 5. Technical fluids.
	Information Technologies	English/ Russian	D. Dervinis	4	1. Means of the management of a large volume of text-based document The structure of the document, styles. 2. Management technology of the documents with elements of the design in pixel units. Data formats and their editing. 3. The presentation programmes for the preparation of the information in the presentation. The main steps in the preparation of the presentation. 4. The Car's technical database. The concept of a database, the types of databases.
	Engineering and Computer Graphics	Russian	R. Juknevičius	4	1. The common part. Introduction to engineering graphics. 2. Geometry of drawing. 3. Projection of grid drawing. The design of models in three and six-plane projection. 4. Engineering drawings of the equipment. The main rules for the drawings. Detailed drawings, sketches and threaded connections. 5. The application of the computer program AutoCAD in Drawings.

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

	Mathematics	English/ Russian	A. Rimkevičienė	7	<ol style="list-style-type: none"> 1. Matrix. 2. Systems of linear equations. 3 Linear inequalities and the planning. 4. The function limit. 5. Differential calculations. 6. Integral calculations. 7. Differential equations, their solution and application. 8. Events and their probability. 9. Computer systems in Mathematics.
	Materials Science	Russian	Z. Sluckuvienė	3	<p>The overall design and development trend of the automobiles. Engine: crank mechanism. Gas distribution mechanism. Cooling system. Lubrication system. Otto motor power systems. Diesel engine power systems. Ignition system. Starter.</p>
	Automobile Electric and Electronic Equipment	English/ Russian	T. Kalinauskis	5	<ol style="list-style-type: none"> 1. Consumable Chemistry: 2. Automotive fuel: 3. Car oils: 4. Properties of plastic lubricants, their labeling and application possibilities. 5. Technical fluids.
	Work Safety	Russian	J. Skiauteris	3	<p>The overall design and development trend of the automobiles. Engine: crank mechanism. Gas distribution mechanism. Cooling system. Lubrication system. Otto motor power systems. Diesel engine power systems. Ignition system. Starter.</p>
	Metal Technology	Russian	Z. Sluckuvienė	4	<p>The overall design and development trend of the automobiles. Engine: crank mechanism. Gas distribution mechanism. Cooling system.</p>

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

					Lubrication system. Otto motor power systems. Diesel engine power systems. Ignition system. Starter.
	Engine Management Systems	English/ Russian	T. Kalinauskis	6	The overall design and development trend of the automobiles. Engine: crank mechanism. Gas distribution mechanism. Cooling system. Lubrication system. Otto motor power systems. Diesel engine power systems. Ignition system. Starter.
	Automobile Technical Expertise	English/ Russian	R. Ignatavičius	6	The overall design and development trend of the automobiles. Engine: crank mechanism. Gas distribution mechanism. Cooling system. Lubrication system. Otto motor power systems. Diesel engine power systems. Ignition system. Starter.
	Professional English Language/Professional Russian Language	English/ Russian	D. Civilkienė, J. Briedytė	6	The overall design and development trend of the automobiles. Engine: crank mechanism. Gas distribution mechanism. Cooling system. Lubrication system. Otto motor power systems. Diesel engine power systems. Ignition system. Starter.
Spring	Automobiles	Russian	S. Palepšaitis	4	The car's bodywork. The car's transmission: clutch. Manual-shift gearbox. Automatic gearbox. Cardan-shaft. Wheel drive.

					<p>The car's chassis: frame, and bridges. Hangers. Wheels and tires.</p> <p>The steering mechanisms of the car: steering devices.</p> <p>Braking mechanisms. Hydraulic and mechanical brake actuator. Pneumatic brake gear.</p> <p>Antilock braking system (ABS). Traction control (TCS) and driving stability control system (SCS)</p> <p>Electro mobiles: the development and construction of the electro mobiles. Hybrid automobiles.</p> <p>Mototrains: trucks. Trailers and semi-trailers.</p>
Engineering and Computer Graphics	Russian / English	R. Juknevičius	3		<p>The application of the computer program AutoCAD in Drawings.</p> <p>Spatial models in 3D.</p>
Electrotechnics and Electronics	English/ Russian	A. Kontautas, M. Kernagis	4		<ol style="list-style-type: none"> 1. DC circuit. 2. Single-phase AC and three-phase circuits. 3. Transformers. Direct and alternating-current electric machines. 4. Electro vacuuming devices. 5. The Ionic (gas-fired) devices and their use. 6. Semi conducting diodes. 7. AC semiconductor diode rectifiers. 8. The transistors. 9. Two-load transistors. 10. The Thyristors. 11. Semi conducting devices, operating on the principle of changing of conductivity. 12. Optoelectronic devices. 13. Analogue switches. 14. Operational amplifiers. 15. Logic units. 16. The low and medium-grade logic circuits.
Technical Mechanics	English/ Russian	A. Sabaliauskas	6		<p>Statics.</p> <p>Systems of spatial forces.</p> <p>Kinematics and dynamics.</p> <p>The resistance of materials.</p> <p>Machine elements.</p> <p>Course paper.</p>
Automobile	English/	T. Kalinauskis	4		<ol style="list-style-type: none"> 1. Basics of car diagnostics.

	Diagnostics	Russian			<ul style="list-style-type: none"> 2. General car diagnostics. 3. The use of databases in diagnostics of car steering system.
	Technology of Automobile Repair	English/ Russian	A. Sabaliauskas	4	<ul style="list-style-type: none"> 1. Car capacity indicators. 2. Main concepts of repair technology. 3. Car repair factory process. 4. Technological processes of renewal of parts. 5. The quality of repair work.
	Technologies of Car Service Companies	Russian	J. Skiauteris	4	<ul style="list-style-type: none"> 1. Structures of car service business. 2. Organization of technological processes in car service companies. The main process of service. 3. Information systems used in car service companies. 4. Use of technical databases while organising technological processes in car service companies. 5. Technological equipment of car service companies. 6. Design of a simple service equipment. 7. Financial support of technological processes of car service companies.
	Safe Exploitation of Automobiles	Russian	J. Skiauteris	3	<ul style="list-style-type: none"> Car safety, reliability and cost effectiveness. Car technical screening/check. The influence of the forces of the car for road safety. The car's performance. The specific road safety issues.
	Special and Specialized Automobiles	English	M. Bagavičius	3	<ul style="list-style-type: none"> 1. General knowledge about the special and specialized automobiles. 2. Special service vehicles. <ul style="list-style-type: none"> 2.1 Fire and rescue service vehicles. 2.2 Ambulance vehicles. 2.3 Police vehicles. 3. Specialized vehicles. <ul style="list-style-type: none"> 3.1 Emergency services vehicles 3.2 Road maintenance and repair vehicles 3.3 Timber vehicles.
	Car Service Technological Equipment	Russian	R. Ignatavičius	3	<ul style="list-style-type: none"> 1. Technological equipment and its layout in the premises. 2. Diagnostic equipment and its selection according to the workplace. 3. Tools, their selection. 4. Lifting, transporting equipment, its evaluation according to the workplace.

					<p>5. Washing equipment.</p> <p>6. Equipment for bodywork repair, the selection of technology and application in production.</p>
	Engine Repair	Russian	S. Palepšaitis	6	<p>1. Technology of engine repair.</p> <p>1.1. External washing of engines.</p> <p>1.2. Engine disassembly.</p> <p>1.3. Washing and cleaning of the parts.</p> <p>1.4. Sorting of the faulty engine parts:</p> <p>2. Repair of knots and parts.</p> <p>2.1. Repair of crank mechanism.</p> <p>2.2. Repair of gas distribution mechanism.</p> <p>2.3. Repair of cooling system .</p> <p>2.4. Repair of lubrication system.</p> <p>2.5. Repair of power and starting system.</p>

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

Transport Logistics Technologies study programme

Faculty of Business and Technologies
Transport Engineering Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Engineering Graphics	English/ Russian	A. Sabaliauskas	4	1. General part. 2. Descriptive geometry. 3. Projection drawing. 4. Engineering equipment drawings. 5. Schemes. Signs and requirements. 6. Making of drawings with AutoCAD computer program.
	Mathematics	English/ Russian	I. Vaičulytė	7	1. The theory of sets 2. Functions. Calculation of limits 3. The matrix theory 4. Systems of linear equations 5. Differential calculation 6. Integral calculation 7. Computer mathematics systems
	Materials Science	Russian	Z. Sluckuvienė	3	1. The criteria for selecting materials. 2. Structure of materials. 3. Ferrous metals. 4. Non-ferrous metals and their alloys. Aluminum and its alloys. 5. Basics of thermal treatment. 6. Non-metallic construction materials. Plastics. 7. Trends in the development of new materials.
	Technical Mechanics	English/ Russian	A. Kovierienė	4	1. Basic concepts of statics. 2. Basic concepts of kinematics. 3. Basic concepts of strength of materials. 4. Machine elements.
	Road Vehicles	English	M. Bagavičius	3	1. Types of road vehicles 2. Engine crankshaft crank mechanism

					<ul style="list-style-type: none"> 3. Engine gas distribution mechanism 4. Operation and structure of turbochargers 5. Engine Power System 6. Engine Starting System
	Technical Exploitation of Automobiles	English/ Russian	R. Ignatavičius	4	<ul style="list-style-type: none"> 1. General requirements for automotive technical maintenance. 2. Vehicle exploitation characteristics and exploitation indicators. 3. Selection of car technical maintenance and current repair technological equipment. 4. Technical requirements for automotive technical maintenance and car technical maintenance technology. 5. Technical maintenance quality control.
	Transportation of Passengers	English	M. Bagavičius	5	<ul style="list-style-type: none"> 1. Basic of passenger transportation activities 2. Means of transport to carry passengers 3. Passenger transport performance indicators Control work No. 1 (1–3 topics) 4. Transport route network 5. A study on passenger flows Control work No. 2 (4–5 topics) 6. Traffic management in passenger transportation enterprises 7. Information systems in passenger transportation business 8. Course work
	Digital Technologies	English	D. Dervinis	6	<ul style="list-style-type: none"> 1. Principles of safe operation of operating systems 2. Computer networks and information security 3. Preparation of documentation and reports with word processors 4. Designing and managing documents with countable elements using e-mail. spreadsheet 5. Document automation using macros 6. Drawing up and analyzing transportation process diagrams 7. Searching for information in various databases 8. Text specialized cases 9. Electronic maps application possibilities 10. Online payment systems 11. Electronic document formats
	Professional English Language/ Professional Russian	English/ Russian	D. Civilkienė, J. Briedytė	6	<ul style="list-style-type: none"> 1. Job search. 2. Analysis of professional texts.

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

	Language				
	Road Vehicles	English	M. Bagavičius	6	<ol style="list-style-type: none"> 1. Car Transmission. 2. Car controls and car chassis. 3. Engine lubrication system 4. Engine cooling system 5. Trailers and semi-trailers. 6. Vehicle Selection.
Spring	Environmental and Human Safety	Russian	J. Skiauteris	4	<ol style="list-style-type: none"> 1. The impact of land transport on the environment 2. Occupational safety and health standard documents 3. Accidents at work, occupational diseases. 4. Working environment. 5. Safety of technological process works.
	Electrotechnics	English/ Russian	A. Kontautas, M. Kernagis	3	<ol style="list-style-type: none"> 1. Direct current circuits of direct current. 2. Calculation of DC Linear Circuits. 3. Single-phase sine current circuits.
	Transport Economics and Management	Russian	L. Meškienė / R. Šivickienė	6	<ol style="list-style-type: none"> 1. Macro-economic and micro-economic processes. 2. Analysis of the business environment. 3. Establishment and management of the company. 4. Marketing. 5. Organisation of the work and payment. 6. Financial results of transport activities. 7. Planning of transport activities.
	Foreign Language II (English)/Foreign Language II (Russian)	English/ Russian	D. Civilkienė, J. Briedytė	4	<ol style="list-style-type: none"> 1. Introduction. 2. Time. 3. Cities and Countries.
	Passenger Terminals	English	M. Bagavičius	3	<ol style="list-style-type: none"> 1. Classification of transport terminals. 2. The concept of transport terminals. 4. Road passenger terminals. 5. Rail passenger terminals. 6. Sea passenger terminals. 7. Air passenger terminals.
	Transportation of Dangerous Cargo	English	M. Bagavičius	6	<ol style="list-style-type: none"> 1. Legal requirements for transportation of dangerous goods. 2. Participants of dangerous goods transportation, their responsibilities.

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| | | | | | <ul style="list-style-type: none">3. Classification and identification of dangerous goods.4. Dangerous goods packaging.5. Dangerous goods transportation documents.6. Requirements for vehicles carrying dangerous goods.7. Selection of a vehicle when carrying dangerous goods.8. Requirements for dangerous goods packaging, loading, unloading and handling.9. Labeling of vehicles that carry dangerous goods.10. Safety and control of dangerous goods transportation. |
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Informatics Sciences Department

Faculty of Business and Technology

Information Systems Technology study programme

Faculty of Business and Technologies
Informatics Sciences Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Applied Mathematics	English	dr. A. Rimkevičienė	5	<p>To develop, deepen and systematize knowledge of mathematics. To develop logical and critical thinking, the need to take interest in application of mathematics methods in economics and statistics. To analyze and ground results (solutions).</p> <ol style="list-style-type: none"> 1. Sets: operations with sets. 2. Matrices: the concept of a matrix. Operations with matrices. Calculation of determinants. Finding the inverse of a matrix. 3. Systems of linear equations: solution of systems of linear equations using Gaussian, Cramer's and inverse matrix methods. 4. The limit of a function. Calculation of limits: the limit of the function, rules for calculation of limits. 5. Differential calculus: function derivative and differential, differential calculation rules and application. 6. Elements of analytic geometry: a circle, ellipse, hyperbola and parabola. 7. Linear inequalities and optimal planning: drawing up of a mathematical model. Linear programming problems. Geometric interpretation. 8. Computer mathematics systems: solving of problems using the program MathCad.
	Discrete Mathematics	English	dr. R. Macaitienė	4	<p>To get familiarised with theories of sets, combinatorics, mathematical logic, graphs and coding, to analyze discrete objects and structures, to analyse real processes and phenomena, to create their discrete mathematical models, to apply known algorithms, realization principles and methods of solving practical problems.</p> <ol style="list-style-type: none"> 1. Concepts of the set and subset, set operations. The power set. Combinatorics. 2. Binary, equivalence and order relations, properties, operations with relations. 3. Counting systems and codes. Coding of information (for assuring security of

					<p>information, reduction of the volume of data, secrecy of information). Solving of typical problems.</p> <p>4. The introduction to logic. Propositional algebra. Semantics of the formulae of logic.</p> <p>5. Predicate logic. Quantifiers. Boolean functions. Solving of practical problems.</p> <p>6. Graphs and ways of their representation. Connectivity and transparency of graphs. Trees and forests. Operations with graphs.</p> <p>7. Graph cycles. Eulerian, Hamiltonian, edge graphs.</p> <p>8. Oriented graphs. Scheduling.</p>
	Information Technologies	English/Russian	V. Steponavičienė / I. Morkevičienė	4	<p>To know the usage of computers and modern tools of information and communication technology in various areas; to be able to legally and systematically process information using tools and methods of information technology.</p> <p>1. Information search strategy and management of results.</p> <p>Perception and identification of the demand for information. Planning of information search. Search for targeted information through online portals and databases. Search for legal information. Document templates, forms, footnotes. Management of high volume documents. Structure of the document. Formation and updating of the content, making and updating of pictures and tables lists.</p> <p>2. The technology of designing and managing documents with calculated elements.</p> <p>Data formats, their editing, input control. Creating and editing of a table. Its designing and saving. Use of functions and formulas. Logical, lookup and reference, text, date and time functions. Designing and editing of charts. Data sorting, filtering of lists. Cumulative intermediate calculations. Dynamic summaries of a list.</p> <p>3. Project Management.</p> <p>The concept of the project. Types of projects and their impact on management. Project lifecycle. Management of the scope of projects. Management of the duration of the project. Allocation of resources.</p>
	Basics of Algorithmization	English	dr I. Vaičiulytė	3	<p>To know the principles of building algorithms, their operation, applying mathematical data structures and functions, to develop the ability to rationally choose the algorithm for the task, to identify initial data, main and auxiliary variables and expected results, to build and analyze algorithms of various</p>

					<p>structures, to interpret their operation with real data.</p> <ol style="list-style-type: none"> 1. The concept of the algorithm. Algorithmic schemes. 2. Linear algorithms. 3. Branching algorithms. 4. Cyclic algorithms. 5. Algorithms for calculating the sum and product. <p>Practical work: applications in one-dimensional and two-dimensional arrays.</p> <ol style="list-style-type: none"> 6. Algorithms for detection of minimum and maximum values.
	Physics	Russian	A. Garbaliuskas	3	
	Internet Technologies	English	V. Steponavičienė	6	<p>To Know and understand W3C requirements for websites, website design principles, HTML, CSS, JavaScript, CMS, SEO optimization basics. To be able to independently design, develop, test web sites and place on a remote server.</p> <ol style="list-style-type: none"> 1. W3C requirements for websites, designing of websites applying modern technologies and tools, the quality model of websites and their assessment criteria, architecture of information, optimisation of websites for search engine (SEO). 2. Designing of the website and creation of the structure of the webpage using the HTML language. Testing of compliance of the website to W3C HTML standards and placement on a remote server. 3. Customization of the CSS language for creation of the website design. Testing of compliance of the website to W3C CSS standards and placement on a remote server. 4. JavaScript basics. 5. Development of a modern and dynamic website using the content management system (CMS).
	Computer Graphics	English	G. Tautvydienė	3	<p>To provide the knowledge and abilities to use possibilities provided by computer graphics, to apply the requirements for formatting of drawings, to create webpage design, to draw and edit vector drawings, to process raster images, to design and edit three-dimensional images of objects, to prepare technical documentation.</p> <ol style="list-style-type: none"> 1. Basics of computer graphics. Types of computer graphics and their peculiarities. <p>General knowledge of development and processing methods of images. Website design. Colour models and colour modes. Requirements for finalisation and</p>

					<p>formatting of designs.</p> <p>2.Processing of images of raster graphics. Basics of raster graphics. Website design. Images of raster graphics. Colour correction. Photo editing possibilities. Optimization of raster graphics files.</p> <p>3.Drawing, editing, formatting of two-dimensional objects and preparation for printing. The user's interface and peculiarities. Properties of graphical objects. Scales. Two-dimensional graphical objects. Formation and printing of drawings. Marking of measurements.</p>
	Computer Hardware	English	dr. L. Kaklauskas / I.Pilypas	6	<p>To understand processes taking place in the computer, to evaluate and optimally select parameters of constituents of a modern personal computer, performing installation, adjustment, maintenance and repair of the computer and its peripheral equipment. To select hardware and software meeting the needs of the company. To know how to replace the broken electronic components in the computers, to acquire practical work skills with soldering equipment.</p> <p>1. The concept of information system, basic concepts and components. The structure of the personal computer, portable computers, the structure, parameters of main components. Internet of things.</p> <p>2. Peripheral equipment of the computer, upgrading of the computer according to the user's needs, adjustment of equipment.</p> <p>3. Testing of the computer and its components, failure detection, removal and prevention.</p> <p>4. Servers and other modern computer equipment.</p>
	Management of Operating Systems	English	dr. L. Kaklauskas	7	<p>To be able to install and configure operating systems of Unix, Linux, Windows families and mobile devices, to solve main management problems of operating systems and software, to administer users, access rights.</p> <p>1. The concept of the operating system (OS), basic concepts, interfaces, processes, threads, memory allocation, file systems. The concept, components, properties of the information system.</p> <p>2. Management of Windows family operating systems.</p> <p>3. Management of Linux family OS</p> <p>4. Management of Unix family OS</p> <p>5. OS of mobile devices. The concept of virtual and real-time OS.</p>
	Applied Research Methodology	English	dr. R. Macaitienė	3	<p>To get acquainted with modern principles, methods and techniques of planning, organization, presentation, evaluation and argumentative interpretation of</p>

					computer science research; to adapt and apply the acquired knowledge in the processes of preparation of the final project, presentation of results or publication.
	Philosophy of Technology / Sociology	English	dr. L. Garšvė	3	<p><i>Philosophy</i> – Student will know and understand the origins of the concept of technology; will analyze and evaluate technology as a phenomenon of human being; will think critically and integrate a diversity of technical features into a single whole philosophically and will review in the structure of human activities and knowledge /</p> <p><i>Sociology</i> – To analyze the structure of society as a social system, its components and social phenomena of society (social control, its purpose, social stratification and social mobility), individual socialization process, its dynamics, relationship of socio-cultural environment and impact on individual, social behavior, know sociological research process , methods, creating conditions for the formation of practical abilities to apply sociological research methods in cognition of society, performing sociological research.</p>
	Computer Network Technologies and Security	English	dr. L. Kaklauskas	9	<p>To know network technological solutions, hardware, standards, be able to combine local computer networks, use global networking services. To design computer networks, considering the user's needs and technical possibilities of equipment. To be able to choose suitable hardware of the network, adjust it by applying appropriate network protocols. To maintain computer networks, combine network services. To be able to ensure security of computer networks at various levels.</p> <ol style="list-style-type: none"> 1. The overview of network protocols according to OSI layers. TCP / IP protocol suite, IPv4 and IPv6 addressing, LAN, WAN, subnets, fixed (FLSM) and variable (VLSM) size masks. DHCP service. 2. Hardware of network nodes, repeaters, switches, routers. Connection lines. Data transfer using protocols of physical, data (Mac, Arp, etc.) and transport (TCP, UDP, etc.) layer. Ethernet standard. Control of network nodes via a graphical interface. 3. Network layer protocols. Static and dynamic (RIP, OSPF, EIGRP, etc.) routing. 4. Management of the network node through command-line interface. Network layer protocols, static and dynamic (RIP, OSPF, EIGRP, etc.) routing. Cisco protocols. 5. Switching management, STP and other protocols ensuring continuous

					<p>operation of the network. Secure network of the enterprise, VLAN and other solutions.</p> <p>6. Application layer protocols. DNS, SMB and other network services, their harmonisation.</p> <p>7. WAN networks, standards (PPP, DSL, etc.), application. VPN, secure connection of remote enterprise networks. Network node management through a remote access interface (Telnet, SSH, etc.). Virtual networks. Bridges.</p> <p>8. Network safety assurance solutions. ACL, proxy servers and other security measures of network nodes. Specialized network nodes- firewalls. Translation of network addresses.</p> <p>9. Wireless networks, peculiarities of their adjustment.</p> <p>10. Physical and software analysis tools of data flows. SNMP protocol.</p>
Spring	Computer Graphics	English	G. Tautvydienė	3	<p>1. Means of modifying working environment. Preparation of technical documentation. Creation and management of libraries of graphic symbols. Designing of physical and logical diagrams of computer network. Arbitrary signs of drawings of buildings. Preparation of technical documentation.</p> <p>2. Models of objects in space. General knowledge of the three-dimensional space. Design methods. Design systems and their possibilities. Management of spacial images. Three-dimensional objects and arrangement of their images in drawings. Printing of three-dimensional objects.</p>
	Applied Mathematics	English	dr. A. Rimkevičienė	3	<p>To develop, deepen and systematize knowledge of mathematics. To develop logical and critical thinking, the need to take interest in application of mathematics methods in economics and statistics. To analyze and ground results (solutions).</p> <p>1. Integral calculus: integral calculus rules, indefinite and definite integrals, their calculation and application.</p> <p>2. Differential equations: solving of first-order differential equations. Applications.</p> <p>3. Probability theory: combinatorics, probability calculations. Conditional probability.</p> <p>4. Statistics: descriptive statistics, data processing, methods.</p> <p>5. Systems of computer mathematics. Solving of problems using the program MathCad.</p>
	Database Management	English	J. Urnikienė	6	

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

	Electronics	English	dr. D. Dervinis	3	
	Information Security	ONLY Russian	D. Daugirdas	3	
	Computer Networks and Telecommunications	English	dr. S. Niaurinis	6	
	Human Safety and Ergonomics	English	V. Petraškienė	3	
	Professional Ethics / Communication Psychology	English	dr. Ž. Kavaliauskienė / L. Milkintaitė	3	
	Programming Network Management	English	dr. L. Kaklauskas	3	
	Professional English Language	English	J. Korosteliova	6	Written and oral communication in business. Telephone calls. Making an appointment. Emails. Spam. Student of IT. Applications of Computers. Computer hardware (Basic computer components. Information input and output, storage, processing equipment). Types of computers. Workplace ergonomics. ICT systems. Computer networks. Software. Operating systems. Graphical user interface. Text editors. Spreadsheets. Databases. Internet. Viruses. Information protection. Programming. Multimedia. E-commerce. Electronic publishing. Computer games and social networks

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

Software Engineering study programme

Faculty of Business and Technologies
Informatics Sciences Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Basics of Algorithmization	English	dr. I. Vaičiulytė	6	To acquaint students with formal languages and principles of algorithm creation, to provide knowledge about algorithms operation by applying mathematical data structures and functions, developing the ability to rationally select, construct and to analyze various algorithms of structures, to develop skills of solving practical tasks.
	Discreet Mathematics	English	R. Macaitienė	6	To acquaint with theories of sets, combinatorics, mathematical logic, graphs and coding, to analyze discrete objects and structures, to form the ability to analyze real processes and phenomena, to form their discrete mathematical models, to develop the ability to apply known algorithms for solving practical problems, implementation principles and methods.
	Database Management Systems	English	J. Urnikienė	3	To provide knowledge about database management systems (DBMS), their structure, classification and main functions. Develop the ability to process data flows, design databases and correctly select DBMS according to the needs store data, their quantity.
	Information Technologies	English/Russian	V. Steponavičienė / I. Morkevičienė	3	To know the use of computers and modern information and communication technology tools in various fields; be able to process information lawfully and systematically using information technology tools and methods.
	Internet Systems Programming	English	V. Steponavičienė	9	To acquaint with basic IT concepts, W3C requirements for websites and quality of websites model and evaluation criteria, information architecture, website design principles. Introduce HTML, CSS, JavaScript language syntax, SEO optimization basics, principles of working with content management system. Develop the ability to independently design, create, test websites and host on a remote server.
	Computer Hardware and Networks 1	English	L. Kaklauskas / I. Pilypas	3	To understand the processes that take place in a computer, evaluate and optimally select the components of a modern computer parameters. To choose computer equipment that meets the needs of the company. Understand

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2021-2022 a.y. ERASMUS+

					the processes taking place in computers networks, be able to reconcile network hardware, reconcile the network using TCP / IP and other protocols, ensure Network security and access to network resources.
	Philosophy of Technology / Sociology	English		3	<p>Phylosophy – Student will know and understand the origins of the concept of technology; will analyze and evaluate technology as a phenomenon of human being; will think critically and integrate a diversity of technical features into a single whole philosophically and will review in the structure of human activities and knowledge.</p> <p>Sociology – To analyze the structure of society as a social system, its components and social phenomena of society (social control, its purpose, social stratification and social mobility), individual socialization process, its dynamics, relationship of socio-cultural environment and impact on individual, social behavior, know sociological research process , methods, creating conditions for the formation of practical abilities to apply sociological research methods in cognition of society, performing sociological research.</p>
	Operating Systems	English	L. Kaklauskas	3	To know the types of operating systems. Be able to select and install operating systems, solve major operating systems and software management problems, administer users, access rights.
Spring	Applied Mathematics	English	dr. A. Rimkevičienė	6	To expand, deepen and systematize knowledge of mathematics. To develop logical and critical thinking, the need to be interested in mathematical methods application in economics and statistics. Analyze and justify the results (solutions).
	Computer Hardware and Networks 2	English	L. Kaklauskas / I. Pilypas	3	To understand the processes that take place in a computer, evaluate and optimally select the components of a modern computer parameters. To choose computer equipment that meets the needs of the company. Understand the processes taking place in computers networks, be able to reconcile network hardware, reconcile the network using TCP / IP and other protocols, ensure Network security and access to network resources.
	Applied Research Methodology	English	R. Macaitienė	3	To get acquainted with modern computer science research planning, organization, problem analysis, results, conclusions and principles, methods and techniques of presentation, evaluation and reasoned interpretation of recommendations; to cultivate the ability to adapt and apply the acquired knowledge in the preparation of the final project, presentation or publication of results processes.
	Enterprise Economy and Management	English	A. Padgureckienė	6	To understand microeconomic and macroeconomic processes of the market and their impact on the activities of the IT enterprise, e-commerce principles; to

					know the diversity of forms of business organization, legal acts regulating the procedures of their establishment and activities; to apply managerial laws in the activities of the business enterprise; to be able to distinguish environment factors influencing business and to project potential risks; be able to assess the need for resources (financial, human, material) necessary for the activities of the enterprise and effectiveness of the use; to calculate costs (net cost) of creation of IT products and services, price and profitability.
	SQL Programming	English	J. Urnikienė	9	Develop the ability to create and manage user-friendly databases, work with databases data, select the required data. Develop the ability to see the need for additional features by facilitating data election.

Rehabilitation Department

Faculty of Health Care

Cosmetology study programme

Faculty of Health Care
Rehabilitation Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Anatomy, Physiology and Pathology	Russian	E. Kairienė	7	To provide knowledge of anatomy, physiology and general pathology, forming the basic theoretical knowledge base for further studies: to develop abilities to explain the most common terms of anatomy, physiology and pathology, to describe human body structures, state organs and their projection in the human body; describe age-related morphological and physiological changes in the body; to develop understanding of the functioning of human organs and organ systems, their interrelationship, mechanisms of function regulation, to acquire problem thinking abilities, describing the peculiarities of the occurrence, course and outcome of morbid processes.
	Citology and Microbiology	Russian	V. Petraškienė	5	To impart knowledge of bacterial and viral genetics, to be able to evaluate bacterial genome structure, influence of microorganisms on skin condition, principles of organism biochemistry, to develop ability to evaluate hereditary and pathological biochemical reactions, to evaluate metabolic processes and pathologies and their influence on skin condition.
	Professional Foreign Language (English)	English	N. Litevkienė	3	To improve communicative English skills, to form practical skills to use professional vocabulary of cosmetology specialist in business communication.
	Professional Foreign Language (Russian)	Russian	J. Briedytė	3	To improve communicative skills of Russian language, to form practical skills to use professional vocabulary of cosmetology specialist in business communication.
	Professional Foreign Language (German)	English / Russian	N. Jurgaitis	3	To acquire the basic communicative German language skills, to form and expand the vocabulary of professional terms necessary for the professional activity of a physiotherapist.
	Lithuanian Language (Elementary)	English	N. Jurgaitis	3	
	Physical Education	English / Russian	V. Padgureckas	3	To develop the principles of healthy lifestyle, emphasizing the importance of physical activity and movement, to strengthen the future professional's self-awareness, to care about the image of the profession and to develop the physical features important in daily and professional activities.
	Basics of Nutrition	English	V. Vaikasienė	3	To provide knowledge of the basics of nutrition, to develop skills to explain the importance of nutrition in maintaining and strengthening health, to describe the structure of essential nutrients, groups of foods, to explain the principles and rules of healthy nutrition; to develop understanding of the basic methods of population nutrition assessment and the principles of

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2021-2022 a.y. ERASMUS+

					implementing a healthy diet.
	Civil Safety	English / Russian	S. Karosienė	3	To provide knowledge about the structure of civil protection and rescue system, to develop abilities to forecast the extent of emergencies and their impact on people and the environment, to develop proper behavior in case of emergencies.
	Business Organization and Management of Health Projects	English	E. Mockevičienė	5	Provide business organization and management knowledge, develop skills in preparing and delivering health projects, develop critical thinking in selecting and substantiating project ideas, develop project resource planning, accounting, and management skills using information resources and information technology.
	Leisure Time Physical Education	English / Russian	V. Padgureckas	3	To provide knowledge on the development of leisure sports (basketball, football, volleyball, table tennis, badminton, darts). To develop fair play and competition, self-discipline, communication and collaboration skills, promoting activity, creativity and self-expression through sports games
	Physical Activity and Lealthy Lifestyle	English / Russian	V. Padgureckas	3	To provide knowledge about the influence of physical education on human health and work capacity, to develop a modern approach to physical activity, to develop the right attitude to health as a value and to develop health storage and strengthening capacities
	Massage	English	L. Stungienė	5	To provide teoretical knowledge about the main features of massage procedures applied in the practice of beauty teraphy. To develop the ability to plan and perform massage procedures, evaluate their effectiveness.
Spring	Kinesiology	English	V. Aleknavičiūtė-Ablonskė	3	To provide knowledge of the structures involved in movement in kinesiological and biomechanical aspects. To develop abilities to recognize the peculiarities of skeletal and musculoskeletal system structure of healthy person, interactions during movement and to understand motion kinesiology.
	Internal Diseases And Urgent Medical Aid	English / Russian	V. Gerikienė	4	To provide knowledge about etiological and risk factors of internal diseases and life-threatening conditions, clinics, diagnostics, first aid, possible skin changes during various internal diseases. To develop skills of analyzing signs of vital dysfunction during internal illnesses and life-threatening conditions and providing first aid.
	Physical Education	English / Russian	V. Padgureckas	3	To develop the principles of healthy lifestyle, emphasizing the importance of physical activity and movement, to strengthen the future professional's self-awareness, to care about the image of the profession and to develop the physical features important in daily and professional activities.
	General Cosmetology (Integrated Practice)	English	S. Šaknevičiūtė	8	To provide knowledge of normative documents regulating the activities of beauty service providers, skin processes, cosmetics and procedures. To develop skills to analyze and evaluate the signs of healthy and altered skin, to select cosmetic products, taking into account skin type and subjective and objective skin changes, to safely perform cosmetic

ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

2021-2022 a.y. ERASMUS+

				procedures.
Basics Nursing	English	V. Vaikasienė	3	To develop skills to understand the health care process, to develop critical thinking, substantiating indications and contraindications of nursing interventions, to be able to determine the rate and pathology of vital activities, to be able to evaluate the client's vital functions, to apply individual nursing
Applied Research Methodology	English / Russian	V. Gerikienė	4	To provide students with knowledge of applied scientific research, their methodological parameters, quantitative and qualitative research methods, their application principles, developing practical skills for independent research, collecting and analyzing data, using different research techniques, applying various research instruments and providing evidence-based evidence research results based on theoretical concepts
Leisure Time Physical Education	English / Russian	V. Padgureckas	3	To provide knowledge on the development of leisure sports (basketball, football, volleyball, table tennis, badminton, darts). To develop fair play and competition, self-discipline, communication and collaboration skills, promoting activity, creativity and self-expression through sports games
Physical Activity and Healthy Lifestyle	English / Russian	V. Padgureckas	3	To provide knowledge about the influence of physical education on human health and work capacity, to develop a modern approach to physical activity, to develop the right attitude to health as a value and to develop health storage and strengthening capacities
Facial and Body Hair Removal Methods	English		5	To provide knowledge about the growth cycles of facial and body hair, struggles, methods of the causes of possible disorders, removal methods and cosmetological removal materials and tools. To develop practical skills selection methods and adapt them to the most optimal hair removal actions and methodological specific disorders when needs are necessary.
Non-traditional Massage	English	L. Stungienė	3	To provide knowledge about the main features of non-traditional massage procedures used in beauty therapy practice and to develop the ability to perform non-traditional massage procedures, evaluating their effectiveness
Basics of Clinical Cosmetology and Aesthetic Surgery	English	V. Bandzienė	6	To provide knowledge about pathological skin changes, their causes, developmental mechanisms and materials and procedures used in cosmetology and aesthetic surgery for the correction of skin defects. To develop practical skills to select and apply the most optimal tools and methodologies for the correction of specific skin defects and to evaluate the impact of procedures

Physiotherapy study programme

Faculty of Health Care
Rehabilitation Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	General Physiotherapy (Integrated practice)	English	D. Gedrimas	6	To acquire knowledge about principles of physiotherapy, theories of rehabilitation, physical activity and movement, morphofunctional changes of the body under physical exertion, to develop abilities to evaluate physical and functional condition of a person, to develop clinical thinking in formulating physiotherapy diagnosis, aims and rehabilitation. The observational practice is designed to familiarize yourself with the work, workplaces, equipment, tools, read and analyze medical documentation of a team of rehabilitation professionals to formulate a diagnosis, goals, objectives, and rehabilitation plan.
	Human Anatomy and Physiology	Russian	E. Kairienė	8	To acquire knowledge of human anatomy and physiology, forming the basic theoretical knowledge base for further studies: to develop skills to explain the most common terms of anatomy and physiology, stages of human body development; describe the shapes and structures of the human body, the position of organs and their projection in the human body; describe age-related morphological and physiological changes in the body; to develop understanding of the functioning of human organs and organ systems, their interrelation, mechanisms of function regulation, and the acquisition of problem-thinking skills in the description of key vital functions.
	Professional Foreign Language (English)	English	N. Litevkienė	3	To acquire the basic communicative English language skills, to form and expand the vocabulary of professional terms needed in the professional activity of a physiotherapist.
	Professional Foreign Language (Russian)	Russian	J. Briedytė	3	To acquire general communicative Russian language skills, to form and expand vocabulary of professional terms needed in the professional activity of physiotherapist.
	Professional Foreign Language (German)	English	N. Jurgaitis	3	To acquire the basic communicative German language skills, to form and expand the vocabulary of professional terms necessary for the professional activity of a physiotherapist.
	Lithuanian Language (Elementary)	English	N. Jurgaitis	3	
	Physical Education	English / Russian	V. Padgureckas	3	To develop the principles of healthy lifestyle, emphasizing the importance of physical activity and movement, to strengthen the future professional's self-awareness, to care

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2021-2022 a.y. ERASMUS+

					about the image of the profession and to develop the physical features important in daily and professional activities.
	Methods of Physiotherapy	English	V. Aleknavičiūtė-Ablonskė	8	To acquire knowledge about the methods applied in physiotherapy and to develop the skills to carry out technical methodologies, to develop critical thinking in choosing the appropriate method taking into account the physical and functional condition of the person.
	Civil Safety	English / Russian	S. Karosienė	3	To acquire knowledge of the structure of the civil protection and rescue system in Lithuania, to develop the ability to forecast the extent and impact of emergencies on man and the environment, to form appropriate behavior in case of emergencies.
	Health Project Management	English / Russian	E. Mockevičienė	4	Provide project management knowledge, develop skills in designing and delivering health care projects, develop critical thinking in selecting and substantiating project ideas, apply resource planning, accounting, and management techniques using information sources and information technologies.
	Physiotherapy of Sport (integrated practice)	English	J. Bubelis	6	To acquire knowledge of sports physiotherapy, to develop practical skills in health care of athletes and assessment of physical and functional condition. Develop skills and develop critical thinking by providing guidance on exercise volume, intensity, recovery, and injury prevention measures. To form abilities to perform physiotherapy examination of athletes, to choose appropriate rehabilitation methods and evaluate their effectiveness.
	Leisure Time Physical Education	English / Russian	V. Padgureckas	3	To provide knowledge on the development of leisure sports (basketball, football, volleyball, table tennis, badminton, darts). To develop fair play and competition, self-discipline, communication and collaboration skills, promoting activity, creativity and self-expression through sports games
	Physical Activity and Healthy Lifestyle	English / Russian	V. Padgureckas	3	To provide knowledge about the influence of physical education on human health and work capacity, to develop a modern approach to physical activity, to develop the right attitude to health as a value and to develop health storage and strengthening capacities
Spring	Health Education and Medical First Aid	English / Russian	V. Gerikienė	3	To acquire knowledge of health education and first aid, to develop skills to apply the principles of health education and first aid to persons of all ages in the design and implementation of health education programs and the recognition of disorders of vital functions or life-threatening conditions and demonstration of first aid.
	Curative Exercises	English	V. Aleknavičiūtė-Ablonskė	5	To acquire knowledge about types of healing exercises, characteristics of application technique and application possibilities. To develop skills to technically perform therapeutic exercises, to develop critical thinking in selecting and adapting exercises depending on the level of physical and functional impairment of the individual and for disease prevention purposes.
	Clinical	English	J. Bubelis	6	To acquire theoretical knowledge of the examination and evaluation of the physical and

	Physiotherapeutic Patient Examination				functional state of the body's systems and to develop the ability to independently conduct a clinical physiotherapy examination of a person.
	Physical Education	English / Russian	V. Padgureckas	3	To develop the principles of healthy lifestyle, emphasizing the importance of physical activity and movement, to strengthen the future professional's self-awareness, to care about the image of the profession and to develop the physical features important in daily and professional activities.
	The Basics of Massage	English	D. Gedrimas	3	To acquire knowledge about the types of massage and classical massage methods, their effects on the body. To develop the ability to technically perform the main and auxiliary methods of classical massage, to develop critical thinking when preparing a therapeutic massage procedure plan taking into account the person's physical and functional condition.
	Leisure Time Physical Education	English / Russian	V. Padgureckas	3	To provide knowledge on the development of leisure sports (basketball, football, volleyball, table tennis, badminton, darts). To develop fair play and competition, self-discipline, communication and collaboration skills, promoting activity, creativity and self-expression through sports games
	Physical Activity and Healthy Lifestyle	English / Russian	V. Padgureckas	3	To provide knowledge about the influence of physical education on human health and work capacity, to develop a modern approach to physical activity, to develop the right attitude to health as a value and to develop health storage and strengthening capacities
	Physiotherapy	English	D. Gedrimas	3	To acquire knowledge of the etiology, pathogenesis and clinical causes of cardiovascular and respiratory diseases, develop the ability to recognize the signs and symptoms of cardiovascular and respiratory diseases, develop clinical thinking in formulating physiotherapy diagnosis, rehabilitation program and rehabilitation measures plan and health strategies using information sources and information technology

Biomedical Sciences Department

Faculty of Health Care

General Practice Nursing study programme

Faculty of Health Care
Biomedical Science Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Therapeutic Nursing and Pharmacology	English	Indrė Šidlauskienė, Vida Motiekaitytė	8	To provide knowledge about internal disease risk factors, symptoms, possible complications, diagnosis, treatment, prevention and nursing, human metabolism at the molecular level, drug pharmacokinetics and pharmacodynamics, anatomical therapeutic groups, routes of administration, forms, interactions, adverse reactions, storage rules, recipes . Encourage critical thinking and capacity building by analyzing evidence-based practical problems, actions, vertical parts in internal disease nursing, developing and adjusting nursing plans, evaluating biochemical and clinical research indicators, developing the ability to change and prescribe medicines for medical emergencies.
	Practice of Therapeutic Nursing	English	Indrė Šidlauskienė	6	To acquire ability to work in team, to analyze and evaluate the main signs of functional disorders of vital organs, life-threatening conditions, risk factors for therapeutic diseases, disease complications, prevention, affected problems, their solutions, effective and valuable work. To take care of patients with therapeutic diseases, to perform various manipulations in the treatment to develop critical thinking and analysis skills; carries out the dissemination of scientific science and practice. The practice report and defense are designed to assess the clinical skills acquired.
	Professional Career Design	English	Laima Milkintaitė	3	Professional career concept and purpose. Knowledge of personality in career designing. Career design knowledge, skills. Career Solutions. Career changes. Career plans.
	Gender Psychology	English	Laima Milkintaitė	3	The concept of gender/ sex. Gender stereotypes and roles. Psychological and social gender differences. Sex Identification Disorders. Homosexuality. Intercultural gender differences. Improving communication between genders.
	Health Sociology	English	Benas Gudinavičius	3	
	Nursing Management	English	Vitalija Gerikienė	4	Subject is for students to gain knowledge in nursing management and understand the main principles of the organization's management. During workshops nursing management functions, their content and role in effective planning, organizing, managing and controlling patient-centered nursing are analyzed. Self-study is to develop the ability to solve the problem of nursing management.
	Pediatric Nursing	English	Vilija Vaikasienė	3	Subject is for acquisition of knowledge and skills of ill children's dysfunction of vital signs,

Spring					evaluation and care. During theoretical lectures dysfunction of vital signs during the disease of children at different age are analyzed; students learn to choose correct and effective actions to solve the nursing problems occurred
	Communication Psychology	English	Laima Milkintaitė	3	The course is aimed at gaining knowledge of basic communication process patterns and peculiarities of psychosocial behavior of people of different ages in different communication situations, developing ability to effectively communicate and cooperate with patients, their family members and team members, discuss the meaning of communication for self expression. Theoretical lectures analyze the concept of effective communication, its components, the similarities and differences between verbal and non-verbal communication, the impact on the communication partner. Practical classes develop effective communication skills, self-presentation and perception skills of others. Intermediate settlement is used to evaluate conflict resolution
	Methodology of applied research	English	Vitalija Gerikienė	6	1. Cognition: empirical and theoretical. Concept of methodology. Conception of scientific research method trends and methods. Concept of scientific applied research process: structure and its principles. 2. Applied research planning. Formulation of a topic. Research problem. Research questions. Research object. Hypothesis. 3. Aim and objectives of the research. Research methods: theoretical and empirical research methods and construction of their instrument. 4. Research sources: sampling and analytical principles. 5. Research sample: identification, selection methods. Reliability of the research data. 6. Research organization principles. Ethical issues and principles of the research. Empirical data collection, their processing and analysis. Presentation and discussion of the research results. 7. Formulation of conclusions and practical recommendations. 8. Formal requirements for applied research. Coherence of the research process structure: headings, sections and subsections, text, links, tables, figures, references and appendices. 9. Public presentation of the work: structure, development principles, eloquence, success.
	Urgent Help and Intensive Care	English	Indrė Šidlauskienė	5	The subject is designed to acquire knowledge and skills about necessary care and intensive care. Theoretical classes analyze the signs of impairment of vital functions of the body and the actions of life-threatening conditions, necessary care and intensive care. The practical sessions develop the skills of assessing and analyzing life-threatening conditions and the ability to provide the necessary assistance. Intermediate assessments are intended for the assessment of theoretical knowledge and practical skills of the subject
	Intensive care Practice	English	Indrė Šidlauskienė	7	The practice is designed to acquire knowledge and skills about the main disorders of vital functions of the body and life-threatening conditions; to develop the ability to care for critically ill patients, to perform the necessary intensive care procedures; to develop

					communication and teamwork skills; to develop the ability to perform special resuscitation, to care for patients in various acute and terminal conditions. The practice report and defense are intended to assess the clinical skills acquired.
	Professional ethics	English	Aleksandra Sakalauskienė	3	Subject is for acquisition of ethical knowledge and its application skills; social skills to take responsibility for the quality of professional activities, personal skills to understand moral responsibility for one's own professional activities. During theoretical lectures the concept of ethics, basic theories, levels and traditions of medical ethics, values and norms, problems of bioethics are analyzed. During group discussions and seminars personal and social skills are developed and analyzed the situation. Self-studies are for understanding and application of valuable conceptions, report development and presentation

Social Work Department

Faculty of Health Care

Social Work study programme

Faculty of Health Care
Social Work Department

Semester	Subject	Language	Teacher	No. Credits	Content
Fall	Basics of Psychology	English/Russian	L. Milkintaitė	4	Concept of Psychology. Cognitive Processes. Emotional and volitional behavior regulation. Personality and social behavior. Personality purposefulness and activity motives. Individual psychological personality traits. Mental health and disorders. Social thinking. Social influence. Social relations. Social roles. Group influence.
	Communication and Conflict Management	English/Russian	L. Milkintaitė	3	The concept of communication. Self-image in the process of communication. Social perception. Verbal and non-verbal communication. Individual differences in communication. Listening. Conflicts. Internal personality conflicts. Interpersonal conflicts.
	Professional Career Design	English/Russian	L. Milkintaitė	3	Professional career concept and purpose. Knowledge of personality in career designing. Career design knowledge, skills. Career Solutions. Career changes. Career plans.
	Integration of the Disabled	English	A. Čepienė	5	The concept of disability. Work with the disabled. Social and functional integration. Special needs and social problems of the disabled person. Organisation of social rehabilitation. The concept of psychosocial rehabilitation. The social worker's role in the process of psychosocial rehabilitation. Vocational rehabilitation of the disabled.
	Social Innovations	English	dr. Neringa Povilaitienė	6	Social programmes. Identification and assessment of the need for the programme. Preparation of leisure programmes. Coordination and implementation of the prevention programme. Project: concept, features, diversity, classification, properties. Non-governmental organizations (NGOs). The role of the team in a non-governmental organization.
	Gender Psychology	English/Russian	L. Milkintaitė	3	The concept of gender/ sex. Gender stereotypes and roles. Psychological and social gender differences. Sex Identification Disorders. Homosexuality. Intercultural gender differences. Improving communication between genders.
	Этика и ценности социальной работы	Russian	G. Gerikaitė	4	Аксиологическая парадигма социальной работы, концепция профессиональной этики, основные принципы социальной работы. Модели принятия этических решений. Универсальность и относительность ценностных ориентаций, применение принципов этики соц работы на практике, решение этических

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2021-2022 a.y. ERASMUS+

					дилемм и проблем и предвидение их моделей принятия решений при оказании социальных услуг в изменяющейся среде.
Spring	Basics of Psychology	English/Russian	L. Milkintaitė	4	Concept of Psychology. Cognitive Processes. Emotional and volitional behavior regulation. Personality and social behavior. Personality purposefulness and activity motives. Individual psychological personality traits. Mental health and disorders. Social thinking. Social influence. Social relations. Social roles. Group influence.
	Communication and Conflict Management	English/Russian	L. Milkintaitė	3	The concept of communication. Self-image in the process of communication. Social perception. Verbal and non-verbal communication. Individual differences in communication. Listening. Conflicts. Internal personality conflicts. Interpersonal conflicts.
	Professional Career Design	English/Russian	L. Milkintaitė	3	Professional career concept and purpose. Knowledge of personality in career designing. Career design knowledge, skills. Career Solutions. Career changes. Career plans.
	Social Innovations	English	dr. Neringa Povilaitienė	6	Social programmes. Identification and assessment of the need for the programme. Preparation of leisure programmes. Coordination and implementation of the prevention programme. Project: concept, features, diversity, classification, properties. Non-governmental organizations (NGOs). The role of the team in a non-governmental organization.
	Gender Psychology	English/Russian	L. Milkintaitė	3	The concept of gender/ sex. Gender stereotypes and roles. Psychological and social gender differences. Sex Identification Disorders. Homosexuality. Intercultural gender differences. Improving communication between genders.
	Этика и ценности социальной работы	Russian	G. Gerikaitė	4	Аксиологическая парадигма социальной работы, концепция профессиональной этики, основные принципы социальной работы. Модели принятия этических решений. Универсальность и относительность ценностных ориентаций, применение принципов этики соц работы на практике, решение этических дилемм и проблем и предвидение их моделей принятия решений при оказании социальных услуг в изменяющейся среде.