**WSB UNIVERSITY IN POZNAŃ**



GENERAL WORK PLACEMENT FRAMEWORK FOR FIRST-CYCLE   
STUDIES IN **COMPUTER SCIENCE**

**PLEASE MARK SUBJECT MATTER AREAS (MODULES)**   
**THE STUDENT SHALL BE EXPOSED TO DURING THE WORK PLACEMENT AT YOUR COMPANY / INSTITUTION**

**WORK PLACEMENT ORGANIZATIONAL UNITS:**

**Office of the Management Board, IT Department, Organization and Management Department, Development Department, Production Department, Chief Process Engineer Department, Human Resources Management Department, Representative for Quality Management, Marketing Department, Commercial Department, Customer Service Center, Financial Settlements Department, and other**

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**Obligatory modules –** the Student should obligatorily complete all the modules

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| **Legal basis for and objects of activity of the company**  - legal status  - ownership structure  - company’s objects and scope of activity  - company’s mission  - company’s strategy | **√** |
| **Organization of the company**  - organizational structure  - decision powers and area of responsibility | **√** |
| **Company’s organizational documentation**  - articles of association/partnership  - regulations and bylaws  - instructions  - document flow principles | **√** |
| **Company’s infrastructure**  - production infrastructure  - logistics infrastructure  - IT infrastructure | **√** |

**Selective modules** – the Student should obligatorily complete at least 4 of the following modules.

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| **IT develop strategies of the company / institution**  - IT strategy drivers  - implementation constraints (process orientation)  - implementation stages  - assessment of current state  - IT process development directions |  |
| **Organization of the company’s / institution’s IT services**  - organizational structure of IT services  - scope of responsibility  - technical infrastructure maintenance  - servicing users of IT solutions  - Internet / Internet services  - IT staff incentive and appraisal schemes |  |
| **Detailed IT infrastructure**  - architecture of IT solutions  - distribution of computer hardware  - hardware solutions in use  - configuration of individual workstations  - used peripheral equipment and its configuration  - records related to hardware and its maintenance in the organization  - sharing local resources  - resources provided between individual units  - resource administration rules  - IT hardware purchasing policy |  |
| **Software used**  - operating systems used by servers and workstations  - general purpose software tools and its use  - application software (ERP, CRM, SCM) - functional structure  - specialized software (sector-related)  - software configuration in different departments of the organization  - system functionality add-ons used by standard packages e.g. MS Office, Crystal Reports  - records of software, license management, open-source software (possibly shareware and freeware)  - software procurement policy |  |
| **Used database management systems**  - database management system identification  - rules for data collection in the organization  - providing information from databases  - evaluation of database capability usage  - assessment of the functioning of the database system in the organization  - types of reports and used data analysis methods (data warehouses) |  |
| **IT projects management**  - implementation assumptions  - identification of current needs related to IT support  - IT project life cycle  - IT project implementation structures  - implementation risk management  - IT infrastructure administration  - IT audits and its methods |  |
| **IT system security policy**  - data security policy assumptions  - hardware physical protection  - methods and tools used to protect data against hardware and software malfunctions  - data archiving  - protection of shared and local data  - antivirus protection of individual workstations and servers  - contingency procedures |  |
| **Effectiveness of IT solutions in the company / institution**  - assessment methods  - efficiency of IT solutions  - IT driven business processes evolution  - monitoring of IT development trends |  |
| **Solutions used in company / institution using IT solutions**  - IT business process support  - designing IT systems and their development  - business application administration  - use of Internet websites and their administration  - use of IT tools to optimize business processes  - IT support to model consumer behaviors and market changes |  |
| **Solutions used in a company producing IT solutions (software, hardware, integration- and service related)**  - IT product life cycle  - used proprietary and third-party IT technologies (programming languages, databases)  - used integration tools  - evaluation of key products and their development directions  - e-business solution design and administration  - business process optimization using IT tools  - IT support to model market phenomena  - used technologies to map and improve business processes |  |
| **Module for Graphics and Multimedia specialty carried out in a company / institution using IT solutions**  - preparing and agreeing assumptions for a promotional campaign  - coordinating activities of a project group to develop the concept of a promotional strategy  - rules for participating in creative meetings, presenting and reporting work outcomes  - developing draft designs and preparing presentations, and running a meeting with a customer |  |
| **Module for Graphics and Multimedia specialty carried out in a company / institution producing IT solutions (software, hardware, integration- and service related)**  - operating computer technologies, applications and equipment used for digital production of media  - identification of the features of traditional media and their use in a promotional campaign  - identification of the features of digital media and their use in a promotional campaign  - ability to combine promotional activities carried out in traditional and digital media |  |

If your company/institution cannot, due to its specificity, cover any of the aforementioned modules of the curriculum, such modules can be skipped. At the same time we would appreciate if you could make the students aware of the topics not covered by this curriculum if such topics exist in your organization.

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(legible signature and company stamp)