

**VILNIAUS KOOPERACIJOS KOLEGIJA  
SOCRATES / ERASMUS INFORMACINIS  
LEIDINYS**

**VILNIUS COOPERATIVE COLLEGE  
SOCRATES / ERASMUS INFORMATION  
PACKAGE**

**E C T S for Business Management Speciality**

**2001 - 2003**

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**Sponsored by the European Commission  
within the Socrates/Erasmus program**

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# **ECTS: European Credit Transfer System**

## **What is Important to Know about ECTS**

The recognition of studies and diplomas is a prerequisite for the creation of an open European area of education and training where students and teachers can move without obstacles. That is why the European Credit Transfer System (ECTS) was developed in a pilot scheme established within the Erasmus programme as a means of improving academic recognition for study abroad.

ECTS provides an instrument to create transparency, to build bridges between institutions and to widen the choices available to students. The system makes it easier for institutions to recognise the learning achievements of students through the use of commonly understood measurements - credits and grades - and it also provides a means to interpret national systems of higher education. ECTS is based on three main elements: information (on study programmes and student achievement), mutual agreement (between the partner institutions and the student) and the use of ECTS credits (to indicate student workload).

Full academic recognition means that the study period abroad (including examinations or other forms of assessment) replaces a comparable period of study at the home university (including examinations or other forms of assessment), though the content of the agreed study programme may differ.

ECTS provides transparency through the following means:

1. ECTS credits, which are a numerical value allocated to subjects to describe the student workload required to complete the course.
2. The information package providing written information to students and staff on institutions, departments/faculties, the organisation and structure of studies and course;
3. The transcript of records which shows students learning achievements in a way which is comprehensive, commonly understood and easily transferable from one institution to another;
4. The learning agreement covering the programme of study to be taken and the ECTS credits to be awarded for their satisfactory completion, committing both home and host institutions, as well as the student.

## **ECTS Credits**

ECTS credits are a numerical value allocated to course units to describe the student workload required to complete the course. They reflect the quantity of work each subject requires in relation to the total quantity of work necessary to complete a full year of academic study at the institution.

The Lithuanian degree system is modular and credit - based, with 40 credits for an academic year.

ECTS credits are allocated to subjects but are only awarded to students who successfully complete the course by satisfying the assessment requirements.

## **ECTS Credit Transfer**

Home and host institutions prepare and exchange transcripts of records for each student participating in ECTS before and after the period of study abroad. Copies of these transcripts are given to the student for his/her personal file. The home institution recognises the amount of credit received by their students from partner institutions abroad so that the credits for the subject passed replace the credits which would otherwise have been obtained from the home institution. The Learning Agreement gives the student a guarantee in advance that the credits for the approved programme of study will be transferred.

## **Lithuanian Credit System in Comparison with ECTS:**

|                 |              |                                       |
|-----------------|--------------|---------------------------------------|
| 1 academic year | = 40 credits | i.e. 60 ECTS credits.                 |
| 1 semester      | = 20 credits | i.e. 30 ECTS credits.                 |
| 1 credit        | = 1 week     | = 40 hours of work = 1.5 ECTS credits |

# Vilnius Co-operative College

## Contact Information

Director

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You are welcome to visit [www.vkk.lt](http://www.vkk.lt)

## Departments

### Vilnius Department

Ukmergės Str. 11, LT-2005 Vilnius, Lithuania

#### SPECIALITIES:

- Accounting
- Business Management

### Kaunas department

Vytauto Ave. 43, LT-3000 Kaunas, Lithuania

#### SPECIALITIES:

- Business Management

## College History

Vilnius Co-operative College was established in September 2000 on the basis of former Vilnius Higher Co-operative School. Its predecessor - Kaunas School of Economics - founded in 1930, was transferred to the Union of Lithuanian Consumer Co-operatives in 1945. Thus, our institution is one of the oldest economic schools in Lithuania.

While implementing college studies in Lithuania in 1999, the Ministry of Education and Science together with the Council of Studies and Teaching Quality Evaluation selected this school as one of the best non-state schools in Lithuania. At the moment we are the biggest non-state college in Lithuania.

Our college students are prepared for work at consumer co-operatives, state enterprises, private companies and other organisations. Students are taught according to newly prepared study programs, which were approved by the Ministry of Education and Science, universities, employers and a competent jury of the Union of Lithuanian Consumer Co-operatives. After graduation our students get a college diploma recognised by the state.

### **Mission of the College**

- provide an opportunity for young people to choose college studies, seek for competence and be competitive in the labour market;
- improve the qualifications of the specialists of consumer co-operatives and other fields;
- prove by its activities that an educational institution can survive the competition;
- apply flexible methodology, bring up independent and qualified specialists;
- form a good image of the college with the help of highly qualified specialists.

College registration certificate number: **M Nr. 000327**

### **Academic Calendar**

#### **Fall semester:**

Fall semester is usually from September 1 (if it is not a weekend) to January 2 with Christmas holidays from December 24. Examination period is usually in January followed by a week's winter holidays.

#### **Spring semester:**

Spring semester usually starts on the second week of February; usually there is a week's individual study period at the end of April. Examination period is usually in June, which is followed by vocational training in July, after that students go on summer holidays.

## **Material Basis**

The college has its premises in Kaunas and in Vilnius: educational premises, students' dormitory with a canteen and a gym. The total area of premises in Kaunas and in Vilnius is more than 9.5 thousand sq. m. Almost half of this area is used for educational purposes.

Educational buildings include a lot of newly equipped classrooms with modern software and hardware. The premises are constantly repaired; nice and cosy, they provide all the necessary conditions for learning.

The area of the premises in Vilnius is 6.7 thousand sq. m. There are 200 places in the students dormitory, there are also several hotel-type rooms. On the ground floor there is a canteen for 100 people. In the dormitory there is a reading room with computers, the most important books and access to the Internet. Students can have access to the Internet in their rooms as well.

The area of the premises in Kaunas is 2.9-thousand sq. m, including dormitory for 60 places and hotel rooms as well. Two hotel-type rooms are available for the students' relatives. On the second floor there is a reading room, where students can study after their classes. There are also computers and most necessary books.

The libraries in the Vilnius and Kaunas departments provide all the main Lithuanian newspapers and magazines, a lot of educational literature concerning general and specialised subjects, computerised reading rooms. There are 20 PC equipped places for students with constant access to the Internet. In Vilnius department educational literature can be ordered via electronic catalogue. Students and teachers can also use multimedia equipment (headphones, CD reading devices), document scanners etc. There is also a CD archive (100 items) with legal software.

## **Foreign Relations**

In concordance with the national strategy of integration into the EU as well as global community and in order to meet the requirements posed by global technological and economic innovations, we are developing the strategy of close co-operation with higher educational organisations, universities, research institutions, companies and enterprises in the EU and other countries in the fields of students' and staff mobility and research activities.

In 1999 we joined the EU Leonardo Da Vinci, Socrates /Erasmus, Grundvig/ programmes and started co-operating with the Swedish Co-operative Development and Research Institute. The students have had placements in the German, Swedish enterprises; the teachers and other staff have been able

to attend training and development courses in Denmark, Sweden, Ireland, Germany.

|  |
|--|
| Participation in Socrates/Erasmus programme  |
| Participation in Leonardo da Vinci programme   |
| Project “Young enterprise development in Vilnius Co-operative College”.  |
| Participation in Baltic Business College project   |
| Co-operation with Ystad Kommun Barn o Utbildningo Participation in the international projects of Adult Learners Association. |

## **Teaching Staff**

The college - both Vilnius and Kaunas Departments - employs 70 teachers, 35 of them work full-time, and 15 teachers have academic degrees and titles.

The college studies are oriented towards the formation of practical skills, thus, business top executives and business people are frequent visitors to the college. Significant results have been achieved due to the agreements signed with a wide range of social partners who provide teachers and consultants for a particular business field, vocational training at different companies, as well as employ our students after graduating.

The students are taught not only from books and manuals, but also from the material compiled by the teachers, including CDs; they can easily contact the teachers by e-mail, or study via the Internet. The teachers devote much of their time to the professional competence training and new skills acquisition, attend refresher courses abroad, study at universities, participate at conferences and international projects. Most of the teachers are good at IT, therefore they co-ordinate studies via the Internet, prepare the necessary teaching material according to the modern methodology; about 10 teachers can broadcast the lectures from Vilnius to Kaunas and vice versa, using the Internet and TV-equipment.

## **Student Representative Office (VCC SRO)**

On 25 July, 2001 Student representative office of Vilnius Co-operative College obtained the status of a legal entity. It is the only representative office among the non-state colleges, which has the status of a legal entity.

VCC SRO is the member of the Union of Lithuanian student representative offices. VCC SRO deals with issues that would be difficult to handle for students on their own. Each student group has monitors, who together with study departments adjust timetables, pass on the essential information to their groupmates, take care of the registration of student books etc. VCC

SRO represents all students of VCC, so each student can present their questions, problems and ideas concerning studies. VCC SRO follows the Vilnius Co-operative College Statute.

## **Library**

### **Address:**

Ukmergės str. 11, LT-2005 Vilnius

Tel./fax. +370-2-750183

E-mail: biblioteka@vkk.lt

The head of the library – Evalda Mazeikiene.

### **Working hours:**

I, III, V - 8.00-18.00

II, IV - 9.00-19.00

Saturday and Sunday are days off.

The last Friday of the month – a sanitary day.

There are over 15000 copies of 6000 titles that include:

- ▶ Scientific literature;
- ▶ Information publications;
- ▶ Textbooks and manuals written or compiled by the college teachers
- ▶ Periodicals;
- ▶ Works of fiction.

The library fund annually increases with about 5000 copies of the printed materials. The library subscribes over 25 titles of periodicals. You can order a publication in the reading- room by leaving your order form and a reader's ticket. There are 10 computerised study places in the reading room.

## **Dormitories**

### **Vilnius department dormitory:**

Address: Lvovo Str. 38a, LT-2001 Vilnius

Tel. +370-2-75 35 01

The head of the dormitory: Margarita Mačiulaitienė.

Working hours: I-V 7.00-10.00, 18.00-21.00

### **Kaunas department dormitory:**

Address: Pramonės Ave. 30, LT-3000 Kaunas

Tel. 8-37-70 93 00

The head of the dormitory: Zita Macenienė.

Working hours: I-V 15.00-20.00

Students can live in VCC dormitories in Vilnius as well as in Kaunas. In the dormitory of the Vilnius department there is a reading – room providing with a fast access to the Internet. Students having their own PC can get the access to the Internet in their own rooms.

The price for a dormitory room is 8.5 EUR per day. Discounts up to 30% are possible for long-term residents.

Costs of renting a room or an apartment at a private sector may vary from 50 EUR to 200 EUR.

## **Social partners**

We co-operate with many Lithuanian higher education institutions, vocational schools, enterprises and organisations. We have signed contracts of long-term co-operation with the following partners:

- ▶ Union of Lithuanian Consumer Co-operatives
- ▶ Vilnius university economics faculty
- ▶ UAB "Stekas"
- ▶ UAB "Labbis"
- ▶ UAB "Rivilė"
- ▶ UAB "Algoritmų sistemos"
- ▶ AB "Kilimai"
- ▶ UAB "Žalgirio loto"
- ▶ UAB "GBDIS. Parduotuvė IKI"
- ▶ APB "Apranga"
- ▶ UAB "Baltic Logistics System Vilnius"
- ▶ UAB "Navision Software Baltic"
- ▶ Consumer Co-operative of Trakai
- ▶ Institute of Work and Social Research
- ▶ UAB "Kooperacijos praktika"
- ▶ UAB "Dubingiai"
- ▶ UAB "Vinukas" - trade centre "Statybų panorama"
- ▶ UAB "Ekovalda"
- ▶ GAG "Ekosoja" Litauens und Tschekei
- ▶ UAB "Maistas Jums"
- ▶ UAB "Magnus dekoratyvinis centras"

The co-operation involves common conferences, seminars, vocational training, applied research activities, usage of the latest applied software in teaching, employing the students.

## Studies

Both full-time and correspondence students can study Accounting (Vilnius department only) and Business Management (both Vilnius and Kaunas) and obtain a diploma of an accountant or of a business manager, conferring higher non-university education. The unit of measurement for the volume of studies is a credit, corresponding to 40 hours, or 1 week of studies.

The tables below provide the volume and duration of the study programs:

### Volume and Duration of Studies

|                            | Specialisation  | Way and duration of studies | Vol. of studies       | In-school hours |           | Homework hours |           |
|----------------------------|---|-----------------------------|-----------------------|-----------------|-----------|----------------|-----------|
|                            |   |                             |                       | Full-time       | Part-time | Full-time      | Part-time |
| <b>Business Management</b> | <ul style="list-style-type: none"> <li>• Trade business organisation</li> <li>• Business administration</li> <li>• E-commerce management</li> </ul>   | Full-time – 3 years;        | 120 credits           | 2281            | 840       | 2519           | 3960      |
| <b>Accounting</b>          | <ul style="list-style-type: none"> <li>• Budget accounting</li> <li>• Insurance accounting;</li> <li>• Consumer co-operative companies accounting</li> <li>• Computer-based trade accounting</li> </ul> | Correspondence – 4 years    | =<br>180 ECTS credits | 2298            | 834       | 2502           | 3966      |

## Structure of the Study Program

| Accounting or Business Management   |                                     |   |   |                                 |
|-------------------------------------|-------------------------------------|---|---|---------------------------------|
| General subjects                    | Major subjects                      | Specialisation subjects                 | Vocational training                       | Thesis                          |
| 31 credits =<br>= 46.5 ECTS credits | 51 credits =<br>= 76.5 ECTS credits | 10-12 credits =<br>= 15-18 ECTS credits | 20-21 credits =<br>= 30-31.5 ECTS credits | 6 credits =<br>= 9 ECTS credits |

## Course Description

### ACCOUNTING

The graduates will acquire knowledge and skills in financial and management accounting, will be able to understand the specification of the activities of economic objects, will be able to present the economic situation of a company, estimate assets, results of various economic processes and activities, prepare finances, taxes and statistics accountability. Thus, the course includes Accounting, Finances, Management accounting, Business economics, Taxes, Management, Marketing, Statistics, Logistics, Business applied programs, Auditing and other subjects.

**Budget accounting** specialisation provides knowledge and skills in accounting of state and local administration institutions. The students will be able to draw up estimates of expenditure, deal with accounts and accountability, analyse and estimate the balance data and the implementation of estimates of expenditure; they will as well acquire knowledge of financial control system and its application.

**Insurance accounting** specialisation provides skills and knowledge necessary for working in insurance institutions. The students will be able to draw up insurance agreements, calculate insurance payment, deal with insurance company accounts and accountability; analyse, estimate and forecast the activities of an insurance company.

**Consumer co-operative companies accounting** students will acquire knowledge and skills for work in consumer co-operative institutions; they will be able to forecast the activity of such institutions, deal with their accounts

and accountability, carry out auditing, analyse and estimate the activity indicators; make the optimal decisions, prepare programs of the company activity development.

**Computer-based trade accounting** specialisation provides knowledge and skills in computer-based analysis of trade business financial indicators; the students will be able to use technical and computerised equipment necessary for trade processes and other; they will also acquire knowledge in trade accounting and other.

## **BUSINESS MANAGEMENT**

The business management specialist will learn to set up a business, carry out market research, plan and administrate company activities, manage the staff, control and develop the company activities. In order to achieve this, the students do courses in Management, Marketing, Accounting, Finance and Taxes, Management accounting, Company activity analysis, Business economics, Statistics, Insurance, Logistics, Business applied programs, Law and other subjects.

The second-year students can choose between:

**Trade business management** – the students acquire knowledge and skills necessary for running and working for trade businesses. The graduates will be able to set up a trade business, organise its activity, deal with marketing and management issues, apply advanced technologies in business activities, organise sales, deal with accounting and stock-taking, draw up business plans etc.

**Business administration** – the students will acquire knowledge and skills for administrating state and private businesses. The graduates will be able to deal with business correspondence, settlements with suppliers and buyers, process the received information, organise events, take part and chair negotiations and conferences in agreement with the international standards, manage the company staff, speak a foreign language, apply the advanced technologies etc.

In September, 2002 a new specialisation **E-commerce management** will be introduced, where the students will be able to acquire knowledge and skills to treat information and to forecast using modern progressive technologies, to organise activities of the enterprise in a virtual environment, to have orientation in the systems of e-business management and to make proper decisions.

During the vocational training the students learn the latest principles of financial accounting, business management systems, stocktaking, managing the staff etc.

Correspondence department students have intensive studies 2-3 times a year when they attend lectures, take exams and tests, present homework etc. At weekends, the students can also attend tutorial courses. The library provides all the necessary materials for studying part-time, including manuals compiled by the teachers, computers and other. The college provides accommodation in the school dormitories. Correspondence department students can also attend language and computer courses.

## Grading Scale

### Description of the institutional grading scale at Vilnius Co-operative College:

| Grade              | Evaluation   | Knowledge ( % ) |
|--------------------|--------------|-----------------|
| <b>10</b>          | EXCELLENT    | 100 %           |
| <b>9</b>           | VERY GOOD    | 90-99 %         |
| <b>8</b>           | GOOD         | 80-89 %         |
| <b>7</b>           | SUFFICIENT   | 70-79 %         |
| <b>6</b>           | SATISFACTORY | 60-69 %         |
| <b>5</b>           | PASS         | 50-59 %         |
| <b>4 and below</b> | FAIL         | Less than 50 %  |

### ECTS grading scale:

| ECTS Grade | successful students normally achieving the grade ( % ) | Definition  |
|------------|--|---|
| <b>A</b>   | 10   | EXCELLENT - outstanding performance                             |
| <b>B</b>   | 25   | VERY GOOD - above the average standard but with some errors     |
| <b>C</b>   | 30   | GOOD - generally sound work with a number of notable errors     |
| <b>D</b>   | 25   | SATISFACTORY - fair but with significant shortcomings           |
| <b>E</b>   | 10   | SUFFICIENT - performance meets the minimum criteria             |
| <b>FX</b>  | -  | FAIL - some more work required before the credit can be awarded |
| <b>F</b>   | -  | FAIL - considerable further work is required                    |

## **Admission and Registration Procedures**

In order to study at Vilnius Co-operative College, you have to be a student of an eligible institution and send us the following documents:

- SOCRATES/ERASMUS student Application Form
- Learning Agreement
- Transcript of Records
- Curriculum Vitae in English
- Certificate of Nomination for SOCRATES/ERASMUS Student Exchange Program from your home institution
- Statement of Purpose in English

The deadline for sending Application is three months before your supposed arrival. The documents should be sent to the Foreign Relations Office of Vilnius Co-operative College (*Ukmergės Str. 11, LT-2005 Vilnius, Lithuania*).

For registration on the arrival the following items are needed:

- valid passport
- 4 passport-size photos
- valid visa (if your stay will last longer than 3 months)
- health insurance valid in foreign countries

No fees for the admission required.

## Study Program for Business Management Speciality

Study program for Business Management speciality consists of:

- General subjects (58 ECTS credits)
- Major subjects (65 ECTS credits)
- Specialisation subjects (18 ECTS credits)
- Vocational training (18 ECTS credits)
- Thesis and its assessment (9 ECTS credits)

Total number of credits is 180 ECTS credits.

All subjects (except Foreign Language unit) are taught in Lithuanian. Individual consultations for a visiting student may be possible in English or German. Also we are considering the possibility to start teaching certain subjects in English in the future.

All general and major subjects as well as vocational training and thesis, are compulsory for the students studying Business Management. The choice of the specialisation is optional, so are the specialisation subjects, but then the whole program of specialisation subjects becomes compulsory.

Local and ECTS credits allocated to the subjects are indicated in the tables below. (We would like to remind the reader that ECTS credits are calculated by multiplying local credits by 1.5).

It is a usual practice that the subjects are taught during the whole semester. Numbers of semester and work volume are presented in the tables as well.

Lectures, workshops, seminars, individual work, team work and other are among the main methods of studies.

Students are assessed by tests in all subjects during the semester. At the end of semester, students' knowledge of the subject is evaluated either by a course credit test, exam and/or course paper.

Assessment codes used in the tables: E - exam; C - credit; T - thesis; TP - term paper.

*Čia ėterpiama lentelė*

# Description of Subjects

## Major Subjects

### Management (personnel management)

**Local credits:** 6 credits.

**ECTS credits:** 9 credits.

**Objectives:** Knowledge of management theories, understanding of the importance of management. Knowledge of organisation types, management methods, planning peculiarities, organising various activities and communication within organisation. Understanding the importance of negotiations and ability to lead negotiations and manage conflicts. Ability to understand the importance of innovations. Ability to estimate the possibility of innovations, to apply innovations. Knowledge of the essence of personnel management, internal and external factors influencing relations with personnel. Contents and principles of personnel management.

**Contents:** Conception of management. Management process. Organisations as an object of management. Management methods. Planning requirements, forms, regulations. Analysis of the process of organisation activities. Organisational structure. Communication. Making decisions. Negotiations: strategy, tactics, results. Peculiarities of communication with foreign partners. Managing human resources. Motivation. Choice of the management style. Organising meetings. Managing conflicts. Organisation development. Personnel management, its contents and principles. Influence of internal and external factors. Organising work with personnel, statistics. Methods of evaluating needs. Advertising, selection, engaging, evaluation. Methods, criteria and reliability of evaluation. Training systems.

**Language of instruction:** Lithuanian.

**Teaching methods:** lectures, workshops, individual work, analysing situations.

**Assessment:** tests, credit, exam.

**Lecturer:** A.Rupšlaukis.

### Marketing

**Local credits:** 4 credits.

**ECTS credits:** 6 credits.

**Objectives:** Analysing situations, estimating advantages and shortcomings of the spheres of company activities; knowledge of the sources and selecting the necessary information. Understanding the necessity and methods of market research, systemising data and preparation of the reports. Ability to use the

research results for decision - making. Ability to evaluate the condition of the enterprise. Understanding the importance of the strategic planning, ability to prepare strategic plans for the enterprise. Ability to negotiate, to communicate with consumers, business partners and competitors.

**Contents:** Introduction. Contents and elements of marketing. Information and research. Market and its segments. Consumer behaviour. Marketing strategy. International marketing.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, workshops, discussions, seminars, research.

**Assessment:** tests, individual work, term paper, credit.

**Lecturer:** B.Alborovienė.

## **Accounting and Analysis**

**Local credits:** 7 credits.

**ECTS credits:** 10.5 credits.

**Objectives:** Ability to analyse and to apply different methods, understanding the necessity of financial analysis under market conditions. Ability to evaluate the enterprise status, peculiarities of its activities, expenses and costs; to use indexes of the reports for general evaluation of the financial status of the enterprise. Understanding of importance of the strategic planning, ability to install effective planning system. Ability to apply different methods for solving problems, to ground decisions on economic evaluation. Knowledge of payment forms, ability to evaluate the influence of internal and external factors on payment. Understanding the importance of economic information and accounting. Knowledge of general principles of accounting, types of financial analysis and ability to apply them. Ability to collect and select information, necessary for economic analysis and making decisions. Knowledge of management of credits and capital.

**Contents:** Essence of the financial analysis, its importance under conditions of market economy. Essence and destination of accounting. Object and methods of accounting. Documents and registers. Accounts and records. Accounting cycles, establishment of financial result. Different types of accounting. Accounting management. Financial analysis.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, workshops, seminars, analysis, discussions.

**Assessment:** tests, individual work, 2 credits, exam.

**Lecturer:** D.Tamulevičienė

## **Finance and Taxes**

**Local credits:** 4 credits.

**ECTS credits:** 6 credits.

**Objectives:** Knowledge of the essence of the finances, management basics, peculiarities of money market, banks. Ability to manage the company capital, shares and bonds, crediting. Knowledge of taxing system and procedures, tax and customs computer systems. Ability to analyse taxes and to prepare crediting strategies and reports.

**Contents:** Finance theories. State budget. Finance managing system. Market and monetary systems. Inflation, deflation, devaluation. Functions and variety of crediting institutions. Bank products and services. Forms and types of capital. Shares, bonds, trade of securities. Principles and sorts of crediting. Profit distribution in enterprises. Taxes: classification, elements, destination. Direct and indirect taxes. Taxing procedures. Register of tax-payers. Tax and customs computer systems. Tax administration, institutions, rights and amenability of tax administrator. Crediting strategies. Management of loan risks. Principles and forms of organising accounting. Types of taxes.

**Language of instruction:** Lithuanian

**Teaching Methods:** lectures, workshops, situation analysis, individual studies.

**Assessment:** credit, exam.

**Lecturers:** J.Albrechtas, G.Giliauskienė.

## **Business Economics and Strategy Planning**

**Local credits:** 5.5 credits.

**ECTS credits:** 8.25 credits.

**Objectives:** Understanding of the Lithuanian economy and tendencies of its development. Ability to evaluate business environment. Knowledge of types of enterprises, structure and methods of preparing business plans. Ability to evaluate the situation of enterprise, its property; methods of evaluation of property. Understanding of aims and directions of the strategy of the enterprise, ability to apply different methods in shaping strategy, to ground it financially. Ability to plan expenses, income and profit, to react to the changes in the market, to determine advantages and competitiveness of business. Knowledge of payment forms, motivation theories, influence of the internal and external factors on payments.

**Contents:** Business conception. Business enterprise. Enterprise property. Peculiarities of organising business. Planning of material resources. Expenses, income and profit. Quality and competitiveness. Evaluation of work and payment. Business plan. Strategic way of thinking. Evaluation of the enterprise, exploring resources and potential. Classification, evaluation and selection of strategies.

**Language of instruction:** Lithuanian.  
**Teaching Methods:** lectures, workshops.  
**Assessment:** test, individual work, term paper, credit.  
**Lecturer:** M.Kučinskienė, R.Tuminienė.

## **Insurance**

**Local credits:** 2.5 credits.  
**ECTS credits:** 3.75 credits.

**Objectives:** Orientation in the insurance market. Ability to evaluate risks, to select and analyse information, to make decisions, to prepare proposals for reinsurance.

**Contents:** Insurance system. Organising and supervision of insurance economy. Types of insurance: property, civil responsibility, personal insurance. Reinsurance.

**Language of instruction:** Lithuanian.  
**Teaching Methods:** lectures, workshops, seminars, analysing the situations.  
**Assessment:** 3 tests, credit.  
**Lecturer:** I.Pažėrienė.

## **Social Psychology and Business Ethics**

**Local credits:** 4 credits.  
**ECTS credits:** 6 credits.

**Objectives:** Knowledge of basic principles of communication and co-operation, standards of business ethics. Ability to analyse and manage conflicts. Understanding the effects of business environment on making decisions. Ability to choose proper management methods and to form productive business relations.

**Contents:** Ethics code. Theories of ethics. Ethic conflicts and solutions. Business ethics and social responsibility. Professional ethics and official etiquette. Dealing with arguments and complaints. Culture of argument. Team work. Communication between employee and their superior.

**Language of instruction:** Lithuanian.  
**Teaching Methods:** lectures, dialogs, discussions, analysing situations.  
**Assessment:** tests, credit.  
**Lecturers:** E.Čekuolienė, A.Skerstonienė.

## **Quality Management (+ Innovation Management)**

**Local credits:** 4.5 credits.

**ECTS credits:** 6.75 credits.

**Objectives:** Knowledge of principal term on quality management. Understanding the company quality system and its elements. Knowledge of the role of principal factors influencing quality, means, procedures and resources of the quality – enhancing factors. Knowledge of hygiene regulations for non-foodstuff products. Knowledge of the principal ways for product quantity and weight measuring. Knowledge of the main concepts concerning quality, types of quality requirements, product characteristics, product quality factors. Knowledge of reasons for low quality. Knowledge of product storage requirements, consequences of improper storage. Ability to evaluate product quality. Knowledge of quality grading system, types of product marking, ability to state product quality according to its marking. Knowledge of types of quality control, system of quality control.

**Contents:** Quality system, its elements, structure and principles. Quality policy and objectives. Marketing quality, advertising quality. Human resources, material resources. Quality documents, quality auditing. Product standard. Quality factors, their types. Product marking. Quality grading Lithuanian quality control institutions.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, workshops, essays.

**Assessment:** 5 tests, credit, exam.

**Lecturer:** A.Neverauskienė.

## **Office Work and Business Correspondence**

**Local credits:** 2.5 credits.

**ECTS credits:** 3.75 credits.

**Objectives:** Knowledge of business correspondence requirements. Ability to communicate with customers and competitors. Knowledge of organising documents, taking minutes. Ability to analyse and systemise facts, make decisions, work in a team.

**Contents:** Organising office work. Documents: general requirements, turnover, filing and systemising. Business correspondence. Personal files and their documents. Types of documents. International business correspondence.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, workshops, individual work.

**Assessment:** 3 tests, credit.

**Lecturer:** A.Laurinavičienė.

## **Logistics (+trade logistics)**

**Local credits:** 3.5 credits.

**ECTS credits:** 5.25 credits.

**Objectives:** Ability to evaluate situations, to apply logistics for a proper functioning of the enterprise, organising activities in accordance with the character of technology, knowledge the forms and methods of attending consumers. Ability to analyse and systemise, to make decisions, to organise management of commodities. Knowledge of the regulations of the international trade, ability to organise import and export.

**Contents:** Management of the logistics, its environment. Trade logistics. Attending consumers. Organising logistics in the storehouses. Logistics of transporting goods. International logistics.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, workshops, discussions, seminars.

**Assessment:** 4 tests, credit, exam.

**Lecturer:** V.Kuncaitė.

## **Trade Business Management Specialisation Subjects**

### **Trade Marketing**

**Local credits:** 2.5 credits.

**ECTS credits:** 3.75 credits.

**Objectives:** Understanding of the connection of the marketing complex and environment and its influence on the activities of the enterprise. Ability to choose the type of trade enterprise, its location, to form assortment and to choose price policy. Ability to plan and implement advertising and support, prepare marketing program, to analyse, evaluate and make decisions.

**Contents:** Main features of trade marketing, its elements and features. Types of trade enterprises; choice of type and location. Policy of assortment and services. Pricing policy. Advertising policy. Planning marketing.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, workshops, term paper, situation analysis, project.

**Assessment:** tests, presenting term paper, exam.

**Lecturer:** O.Žigutienė.

## **Product Studies (+ Trade Equipment)**

**Local credits:** 7 credits.

**ECTS credits:** 10.5 credits.

**Objectives:** Knowledge of the quality requirements for goods. Ability to evaluate the quality. Knowledge of the hygiene requirements for trade institutions. Knowledge of tendencies of the development of industry and agricultural sector of Lithuania. Ability to evaluate advantages and shortcomings of the Lithuanian production and imported goods. Knowledge of chemical composition of foodstuff and its influence on quality and characteristics. Ability to classify goods and to apply international classification. Knowledge of trade equipment, ability to determine its requirements and application.

**Contents:** General hygiene requirements for enterprises. Foodstuffs. Development of the Lithuanian agricultural sector, its branches and production. Tendencies of the market. Importers of foodstuffs, advantages and shortcomings of the imported goods. Informational sources of the foodstuff market. Markets of non-food stuff raw materials. Aims and methods of foodstuff preservation. Detailed studies of different categories of foodstuff and non-food stuff goods. Trade equipment.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, workshops, seminars, exhibitions.

**Assessment:** tests, 2 credits, exam.

**Lecturers:** R.Drejeris, V.Jarašūnienė, E.Kubilienė.

## **International Trade**

**Local credits:** 2.5 credits.

**ECTS credits:** 3.75 credits.

***The subject program is under development.***

## **Business Administration Specialisation Subjects**

### **Enterprise and Institution Administration**

**Local credits:** 4.5 credits.

**ECTS credits:** 6.75 credits.

**Objectives:** Understanding the contents of public administration. Knowledge of relation between business enterprises and state institutions, ability to state the administration principles in public institutions and private enterprises. Knowledge of decentralisation and deconcentration principles. Knowledge of public administration peculiarities. Understanding the models of organisations. Knowledge of the principal activities of public administration institutions, their structure, formation principles and turnover tendencies. Knowledge of the decision-making principles, ability to state decision-making criteria, understanding the role of strategic planning in public administration. Understanding the role of human resources in public sector, its functions and environment. Knowledge of legal aspects of state administration. Ability to solve problems in public administration.

**Contents:** Relations between state and private sectors. Public policy and public administration. The theory and behaviour of public institutions and organisations. Peculiarities of decision-making in public organisation. Strategic planning on public administration. Personnel management in public sector. Managing a public organisation. Finances and budgeting in a public organisation.

**Language of instruction:** Lithuanian.

**Teaching methods:** lectures, workshops, discussions, individual work, team projects.

**Assessment:** tests, exam.

**Lecturer:** J.Albrechtas.

### **International Protocol and Etiquette**

**Local credits:** 2.5 credits.

**ECTS credits:** 3.75 credits.

**Objectives:** Ability to manage negotiations, present oneself or enterprise, commune with clients, business partners and competitors. Knowledge of an international protocol, code of ethics and etiquette. Understanding of the essence and elements of representation.

**Contents:** Conception of protocol and etiquette. Sorts of the events. Ethics of presentation. Management of visits. Ethics and etiquette of negotiation, conferences, meetings. National peculiarities of foreign countries. Requirements for clothing. Etiquette of telephone calls.

**Language of instruction:** Lithuanian.  
**Teaching Methods:** lectures, situation analysis, discussions.  
**Assessment:** tests, exam.  
**Lecturer:** A.Skerstonienė.

## **Computerised Management of Administration Projects**

**Local credits:** 3 credits.  
**ECTS credits:** 4.5 credits.

**Objectives:** Ability to use advanced information technologies in the sphere of resource and task distribution. Ability to take decisions, communicate with people, control emotions, work with confidential correspondence. Ability to develop creativity, reliability, responsibility.

**Contents:** Project planning and project managing system MS'Project. Stages of project development, scheduling. Task interrelation, Gant and Peter's diagrams.

**Language of instruction:** Lithuanian.  
**Teaching methods:** lectures, workshops, team projects  
**Assessment:** 2 tests, exam.  
**Lecturer:** R.Stumbrienė, K.Vipartas.

## **Economic Relations with Foreign Enterprises**

**Local credits:** 2 credits.  
**ECTS credits:** 3 credits.

**Objectives:** Ability to find necessary information concerning business condition and status in other countries. Ability to evaluate the readiness of the company for economic relations with foreign partners. Ability to draw up a business plan concerning relations with foreign partners. Ability to evaluate business offers from foreign partners. Ability to take decisions, control emotions. Ability to develop creativity, reliability, responsibility.

**Contents:** International organisations, economic unions, alliances. Analysis of opportunities. Agreements between Lithuania and other countries, their direct influence on business relations. Efficiency of foreign economic relations, development opportunities. Business experience, traditions, ethics, information and other factors influencing the success of the relations.

**Language of instruction:** Lithuanian.  
**Teaching methods:** lectures, discussions, individual work  
**Assessment:** 2 tests, credit.  
**Lecturer:** R.Stankaitis.

## **E-commerce Management Specialisation Subjects**

### **E-trade (e-commerce and m-commerce)**

**Local credits:** 4.5 credits.

**ECTS credits:** 6.75 credits.

**Objectives:** Knowledge of the tendencies of e-business and m-business development in Lithuania and abroad. Ability to evaluate information, to forecast events, using progressive technologies. Ability to use possibilities of the Internet, to use effective advertising methods. Understanding the e-trade strategies. Orientation in the management of the e-trade systems, ability to make decisions and to ensure information security.

**Contents:** E-business terminology. Development and trends of e-market, m-market and e-trade. Networking and advertising on the Internet. Models of consumer behaviour. Advertising methods and strategies. Internet catalogues. E-market structure. Strategic planning of e-trade. Implementation of strategies and projects. Process of selling and buying on the Internet. Models of e-trade. Intranet and extranet. Systems of e-payment. Strategy and tactics of the e-business security.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, workshops, analysing situations, training - individual and in-group.

**Assessment:** test, individual work, credit, exam.

**Lecturer:** E. Minkevičienė.

### **Computerised Business Management**

**Local credits:** 2.5 credits.

**ECTS credits:** 3.75 credits.

**Objectives:** Knowledge of tendencies of the e-business and m-business development in the virtual environment in Lithuania and abroad. Understanding of the importance of the information and the essence of e-marketing. Ability to use progressive technologies for amending information and forecasting events, to organise activities of the enterprise in the virtual world.

**Contents:** Peculiarities and differences of sales and marketing. Market and marketing management. Database of actual and potential clients. Analysis and segmenting of Market research and market segments. Management of contacts between the enterprise and clients. Unified financial database. Development of the organisational structure, distribution of functions and tasks, computerised control. Computerised management of contracts and other documents. Lithuanian and foreign programs for management of business contacts.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, analysing situations, training - individual and in-group.

**Assessment:** tests, individual work, exam.

**Lecturer:** K.Vipartas.

## **E-marketing**

**Local credits:** 3 credits.

**ECTS credits:** 4.5 credits.

**Objectives:** Understanding peculiarities of e-marketing, ability to apply various methods for e-business strategy. Knowledge of e-marketing elements, types of competition, advertising methods and advertising strategies. Ability to make proper decisions in the e-business development, systemise data and prepare reports in the virtual environment.

**Contents:** Strategies of organising e-business. Elements and management of e-marketing. Advertising on the Internet: methods and strategies. E-market researches.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, discussions, individual training.

**Assessment:** test, individual work, credit.

**Lecturer:** B.Alborovienė.

## **Computer Graphics and Design**

**Local credits:** 2 credits.

**ECTS credits:** 3 credits.

**Objectives:** Ability to organise business in virtual environment, to choose methods and means of presenting information, to design elements of advertisement.

**Contents:** Possibilities of graphical design. Types of objects. Transferring, transforming and editing of the objects. Environment of Corel Photo-Paint, Adobe PhotoShop, CorelDraw programs. Import and export of objects. Usage of computer effects. Designing the elements of advertising. Transferring information to websites. Internet catalogues.

**Language of instruction:** Lithuanian.

**Teaching Methods:** lectures, workshops, individual training, team work.

**Assessment:** test, individual work, credit.

**Lecturer:** V.Modestavičiūtė.

## **General Useful Information**

### **Student Card**

International Student Identity Card (ISIC) is valid in Lithuania. This card enables you to get a discount of 10 - 50% in Lithuanian youth hostels, museums, cinemas, theatres etc., as well as provides discount for local public transportation. You can also apply for a local student card (for about 6 EUR fee).

### **Visa/Temporary Residence Permit (TRP)**

If you are EU citizen and your studies do not last longer than 3 months, you do not need the TRP. The TRP is required for entry into Lithuania for studies that last longer than 3 months. The TRP is available in Lithuanian Embassy or Consulate in the applicant's home country. Applying for the visa you should provide the statement of your monthly income. For more detailed information you should visit the website of the Ministry of Foreign Affairs [www.urm.lt](http://www.urm.lt).

### **Public Holidays and Commemorative Days**

- January 1** - New Year
- January 13** - Defenders of Freedom Day
- February 16** - Independence Day
- March 11** - Restoration of Lithuania's Statehood
- Easter** - according to the catholic calendar
- May 1** - Labour Day
- First Sunday of May** – Mother's Day
- June 23/24** - summer solstice
- July 6** - Statehood Day
- October 25** - Constitution Day
- November 1** - All Saints' Day
- December 24** - Christmas Eve
- December 25** - Christmas

## **Time Zone and Climate**

Time zone is Central European.

Climate is transitional - more continental in the eastern part of Lithuania, and maritime closer to the seaside. Summers are mild (average summer temperature +20°C, sometimes it rises to +35°C) and cold winters (average winter temperature -5°C, sometimes it may fall to -25°C).

## **Currency**

National currency of the Republic of Lithuania is litas and centas.

1 Lt (Litas) = 100 ct (centas).

The approximate exchange rate is 3.5 Lt for 1 EUR.

## **Health Care and Insurance**

General health care services for the students are free of charge. However, foreign students are strongly recommended to bring valid insurance certificates from the country of residence.

## **Telephone**

For in-country long-distance calls access code is 8.

For international calls access code is 8-10.

(Wait for a dial tone after dialling 8).

## **List of Recommended Websites**

|  |                              |
|--|------------------------------|
| <a href="http://www.vkk.lt">www.vkk.lt</a>             | Vilnius Co-operative College |
| <a href="http://www.urm.lt">www.urm.lt</a>             | Ministry of Foreign Affairs  |
| <a href="http://www.lithuania.lt">www.lithuania.lt</a> | Information about Lithuania  |
| <a href="http://www.vilnius.lt">www.vilnius.lt</a>     | Information about Vilnius    |