



## DESCRIPTION OF THE SUBJECT

<b>FIELD OF STUDY</b>	<b>Management</b>
<b>SPECIALISATION</b>	All
<b>MODE OF STUDY</b>	Full-time studies / Part-time studies
<b>SEMESTER</b>	1

<b>Name of the subject</b>	<b>Management basics</b>
<b>Hourly dimension of particular forms of classes</b>	Full-time studies – 30 Part-time studies – 30
	Full-time studies – 15 Part-time studies – 15
	Full-time studies – 15 Part-time studies – 15
	Full-time studies – 15 Part-time studies – 15

<b>Learning objectives:</b>	<ul style="list-style-type: none"> <li>– to learn about phenomena occurring in and around organisations</li> <li>– to know and understand the nature of management processes in organisations</li> <li>– acquiring the ability to cooperate in a team in activities related to diagnosing and improving the organisation</li> </ul>
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<b>Learning outcomes for the subject</b>	
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<b>Number</b>	<b>Learning outcomes, A student who has successfully completed the course will be able to:</b>	<b>Reference of learning outcomes for the programme</b>	<b>The reference to the learning outcomes for the area</b>
EK_W01	has basic knowledge of management and economic sciences, their place in the system of social sciences (political, economic, legal) and their essential elements and relations to other sciences	K_W01	P6S_WG
EK_W02	has basic knowledge of social relations within an organisation and of the relations between an organisation and its stakeholders	K_W06 K_W10	P6S_WG P6S_WK
EK_U03	can use basic terminology in the fields of study, can use and integrate theoretical knowledge of management and related disciplines	K_U01	P6S_UW
EK_U04	is able to use basic theoretical knowledge for simple analysis of market data, economic processes and phenomena, including those concerning the enterprise and its environment, also with the use of analytical processing	K_U03	P6S_UW
EK_K05	is aware of the level of his/her knowledge and skills, understands the need for constant personal and professional development, is prepared to undertake a second degree studies	K_K01	P6S_KK

EK_K06	is familiar with the principles and conditions of active participation in group work and organising and leading small groups, and is able to use this knowledge and skills when interacting with a group in various roles	K_K04	P6S_KO
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Content number	Educational/ curricular content	Reference to learning outcomes for the subject
	<b>Lectures</b>	
T_01	The organisation and its functioning; the concept of organisation, organised action, the objectives of action and the objectives of the institution, efficiency of action, guidelines for efficient action, the environment of the organisation, stakeholders	EK_W01 EK_W02 EK_U03 EK_K05
T_02	The management process; leadership and management, functions of management, the manager and his action in the organisation, organisational authority and its sources, managerial skills and roles	EK_W01 EK_U03 EK_K05
T_03	The planning function in the management process; characteristics of effective plans, operational, tactical and strategic planning	EK_W01 EK_W02 EK_U03 EK_K05
T_04	The organising function in the management process; the process of organising an institution, delegation of decision-making authority, formalisation of the organisation	EK_W01 EK_U03 EK_K05
T_05	Organisational structure of an institution; essence and design; elements of structure, organisational ties, diagnostic and prognostic methods of design, structuring factors	EK_W01 EK_W02 EK_U03 EK_K05
T_06	Classical structural solutions; linear, functional, staff-linear structure	EK_W01 EK_U03 EK_K05
T_07	Modern structural solutions; divisional, projective, matrix structure, capital groupings	EK_W01 EK_U03 EK_K05
T_08	The function of motivation in the management process; the essence of motivation, motivational incentives, approaches to motivation, trait theories, process theories, reinforcement theories	EK_W01 EK_U03 EK_K05
T_09	The function of controlling in the management process; types of control, features of an effective control system	EK_W01 EK_U03 EK_K05
T_10	Management styles; manager versus leader, characteristics of an effective leader, behavioural and situational approaches	EK_W01 EK_U03 EK_K05
T_11	Decisions in management; essence of decisions, typology of managerial decisions, rationality of decisions, principle of limited rationality	EK_W01 EK_U03 EK_K05

	<b>Exercises</b>	
T_12	The organisation and its functioning; the essence of the organisation, models, the environment of the organisation	EK_W01 EK_W02 EK_U03 EK_U04 EK_K06
T_13	Management process; essence, objectives, functions, managerial skills and roles	EK_W01 EK_U03 EK_U04 EK_K06
T_14	Planning in the management process; the planning process, operational, tactical and strategic planning	EK_W01 EK_W02 EK_U03 EK_U04 EK_K06
T_15	Organizing and formalizing organizations; essence of organizing process, formalization process, organizational documentation	EK_W01 EK_U03 EK_U04 EK_K06
T_16	Organisational structures of institutions; classic and modern structural solutions, trends in the formation of modern structural solutions, structure-creating factors	EK_W01 EK_W02 EK_U03 EK_U04 EK_K06
T_17	Multidimensional analysis of organizational structure; Astonian methodology, dimensions of configuration, centralization, specialization, standardization and formalization, designing organizational structures	EK_W01 EK_U03 EK_U04 EK_K06
T_18	Motivation as a management function; motivational concepts, tangible and intangible incentives, analysis of the institution's motivational system	EK_W01 EK_U03 EK_U04 EK_K06
T_19	Management styles; leadership styles, determinants of management style effectiveness, management style diagnosis	EK_W01 EK_U03 EK_U04 EK_K06

<b>Methods and forms of teaching</b>	<b>Educational and curricular content</b>
Lecture with multimedia presentation of selected issues	
Conversation lecture	T_01 – T_11
Problem-based lecture	
Informative lecture	
Discussion	
Work with text	
Case study method	T_16 – T_17
Problem-based learning	
Didactic/simulation game	T_19

Exercise method	T_12 – T_19
Workshop method	T_18
Project method	
Multimedia presentation	
Audio and/or video demonstration	
Activating methods (e.g. brainstorming, SWOT analysis technique, decision tree technique, snowball method, constructing mind maps)	
Other (which ones?) - ...	
...	

<b>Evaluation criteria in relation to particular learning outcomes</b>				
<b>Learning outcome</b>	<b>For assessment 2</b>	<b>For assessment 3</b>	<b>For assessment 4</b>	<b>For assessment 5</b>
EK_W01	The student has no knowledge of management sciences	The student has fragmentary knowledge in the field of management sciences	The student has elementary knowledge in management sciences	The student has knowledge in the field of management sciences
EK_W02	The student has no knowledge of social relations in the organisation and relations between the organisation and its stakeholders	The student has fragmentary knowledge of social relations in the organisation and relations between the organisation and its stakeholders	The student has elementary knowledge of social relations in the organisation and relations between the organisation and its stakeholders.	The student has knowledge about social relations in the organisation and relations between the organisation and its stakeholders
EK_U03	The student is not able to use basic terminology in the field of management sciences and is not able to use and integrate theoretical knowledge of management and related disciplines.	The student is able to use basic terminology in the field of management sciences and to use and integrate theoretical knowledge of management and related disciplines to a limited extent.	The student is able to use basic terminology in the field of management sciences and to a limited extent apply and integrate theoretical knowledge of management and related disciplines.	The student is able to use basic terminology in the field of management sciences and to use and integrate theoretical knowledge of management and related disciplines.
EK_U04	The student is not able to use basic theoretical knowledge for simple analysis of market data, economic processes and phenomena, including those concerning the enterprise and its environment, also with the use of analytical processing.	The student is able to use basic theoretical knowledge to a limited extent for simple analysis of market data, economic processes and phenomena.	The student is able to use basic theoretical knowledge for simple analysis of market data, economic processes and phenomena, including those concerning the enterprise and its environment, and to a limited extent using analytical processing	The student is able to use basic theoretical knowledge for simple analysis of market data, economic processes and phenomena, including those concerning the enterprise and its environment, also with the use of analytical processing.
EK_K05	The student is not aware of the level of his/her knowledge and skills, does not understand the need for constant professional training and personal development, does not self-evaluate his/her competences and does not improve his/her skills.	The student is aware of the level of his/her knowledge and skills, understands the need for constant professional training and personal development	The student is aware of his/her knowledge and skills, understands the need for constant professional training and personal development, assesses his/her own competences and improves his/her skills.	The student is aware of the level of his/her knowledge and skills, understands the need for constant professional training and personal development, assesses his/her own competences and improves skills, determines the directions of his/her own development and education.

EK_K06	The student is not prepared in terms of content, is not able to interact and cooperate in a group or to take various roles in it	The student is prepared to a limited extent, is able to interact and cooperate in a group	The student is substantially prepared, able to interact and cooperate in a group	The student is not only able to interact and cooperate in a group, but also to take various roles in it
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Verification of learning outcomes	EK symbols for the module/subject					
	W01	W02	U03	U04	K05	K06
Written test	X	X	X	X	X	X
Oral exam						
Written credit	X	X	X	X	X	X
Oral credit						
Written colloquium						
Oral colloquium						
Test						
Project						
Written work						
Report						
Multimedia presentation						
Work during exercises	X	X	X	X	X	X
Other (which ones?) -						

Hourly teaching load and student workload	Full-time studies	Part-time studies
1. Lectures (joint participation of academic teachers and students)	15	15
2. Other forms (joint participation of academic teachers and students)	15	15
3. Consultations with the teacher	30	30
<b>Total 1+2+3</b>	<b>60</b>	<b>60</b>
4. Practical training (carried out by students on their own)	—	—
5. Student's own work (including homework and project work, preparation for a credit/examination)	80	80
<b>Total 4+5</b>	<b>90</b>	<b>90</b>
<b>SUMMARY 1+2+3+4+5</b>	<b>150</b>	<b>150</b>
<b>Total ECTS credits according to the study plan</b>	<b>6</b>	

<b>Reference literature</b>	<ol style="list-style-type: none"> <li>1. Krzakiewicz K., Cyfert Sz., Teoretyczne problemy zarządzania organizacjami, Wyd. UE w Poznaniu 2013</li> <li>2. Krzakiewicz K. (red.), Teoretyczne podstawy organizacji i zarządzania, Wyd. AE w Poznaniu 2008</li> <li>3. Cyfert Sz., Stańda A., Organizacja i zarządzanie studia przypadków, TNOiK 2013</li> </ol>
<b>Complementary literature</b>	1. Stoner J., Freeman R., Gilbert D., Kierowanie, PWE 2005