

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Basics of Management		Code 1011101221011100180
Field of study Safety Engineering - Full-time studies - First-	Profile of study (general academic, practical) (brak)	Year /Semester 1 / 2
Elective path/specialty -	Subject offered in: Polish	Course (compulsory, elective) elective
Cycle of study: First-cycle studies	Form of study (full-time, part-time) full-time	
No. of hours Lecture: 30 Classes: 30 Laboratory: - Project/seminars: -		No. of credits 6
Status of the course in the study program (Basic, major, other) (brak)		(university-wide, from another field) (brak)
Education areas and fields of science and art		ECTS distribution (number and %)
Responsible for subject / lecturer: dr Małgorzata Wiśniewska email: malgorzata.wisniewska@put.poznan.pl tel. 61 665 33 87 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	Lack of precursor in earliest semesters.
2	Skills	Student owns abilities of detection, associating (joining) and in social rates interpreting of phenomenon. It is able to work in group.
3	Social competencies	Student understands and it is prepared for incurring of social liability (responsibility) for decisions in area of management organizations.
Assumptions and objectives of the course: Familiarization of student with bases of problems of managements enterprises, in functions of managements it and manners of realization .		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. He knows basic methods and techniques of organizations of work - [K1A_W22] 2. He knows basic methods of communications in range of system of safety of work interpersonalnej - [K1A_W24] 3. Has basic knowledge in range of management, in (to) it financial management risk and in enterprise work safety - [K1A_W31]		
Skills:		
1. He is able to employ different techniques for communicating in professional environment and in other environments - [K1A_U02] 2. He is able to analyze engineering operations in respect economic podjejmowane - [K1A_U12]		
Social competencies:		
1. Consciousness of liability has for personal work and readiness of subordination be in group principles of work and taking charge of commonly realized task - [-K1AK03] 2. He is able to sight dependences causally in realization of put purpose - consecutive and competitive tasks be it essentiality alternative rozwiązań it be competitive tasks - [-K1AK04] 3. Consciousness of importance of behavior has to professional manner, observances of principles of professional ethics and respect of diversity of view and cultures - [-K1AK05] 4. He is able to plan and administer business ventures - [-K1AK06]		

Assessment methods of study outcomes		
<p>In range of exercise:</p> <ol style="list-style-type: none"> 1. During meetings with students on occupance current tasks control systematically. 2. On last meeting of test from range accomplished during semester of realized material <p>In range of lecture:</p> <ol style="list-style-type: none"> 1. Estimate of acquaintance of problems discussed during accomplished lectures on base of answer of student 2. Final examination carried in session or including as of right of examinations during last meeting with students in the form of test of choice, attachments, truth - falsity, during lectures including material introduced 		
Course description		
<p>Management - essence and meaning. History of science about organization and management. Functions of managements. Enterprise as system - people, processes, technologies. Directed and motivating. Taking a management decision. Chosen methods of executing of analyses for decision. Organizational structures. Information and communication in management. Ethical and cultural context of management. Safety of work in context of management.</p>		
Basic bibliography:		
<ol style="list-style-type: none"> 1. 1. Koźmiński A. Piotrowski W., Zarządzanie teoria i praktyka, 2. 2. Robbins S.P. DeCenzo D.A., Podstawy zarządzania, 		
Additional bibliography:		
<ol style="list-style-type: none"> 1. 1. Martyniak Z.; Organizacja i zarządzanie. 70 problemów teorii i praktyki; 2. 2. Kieżun W.; Sprawne zarządzanie organizacją; 		
Result of average student's workload		
Activity	Time (working hours)	
1. Lecture	30	
2. Exercises	30	
3. Consultations of exercises	3	
4. Preparation for exercises	24	
Student's workload		
Source of workload	hours	ECTS
Total workload	120	6
Contact hours	66	3
Practical activities	54	3