

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Basics of Management</b>		Code <b>1011104231011110180</b>
Field of study <b>Safety Engineering - Part-time studies - First-</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>2 / 3</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: - Classes: - Laboratory: - Project/seminars: <b>18</b>		No. of credits <b>5</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b>  dr Małgorzata Wiśniewska email: malgorzata.wisniewska@put.poznan.pl tel. 61 665 33 87 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	Lack of precursor in earliest semesters.
2	<b>Skills</b>	Student owns abilities of detection, associating (joining) and in social rates interpreting of phenomenon. It is able to work in group.
3	<b>Social competencies</b>	Student understands and it is prepared for incurring of social liability (responsibility) for decisions in area of management organizations.
<b>Assumptions and objectives of the course:</b> Familiarization of student with bases of problems of managements enterprises, in functions of managements it and manners of realization .		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
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]		
<b>Skills:</b>		
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]		
<b>Social competencies:</b>		
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]		

<b>Assessment methods of study outcomes</b>		
<p>In range of exercise:</p> <ol style="list-style-type: none"> <li>1. During meetings with students on occupance current tasks control systematically.</li> <li>2. On last meeting of test from range accomplished during semester of realized material</li> </ol> <p>In range of lecture:</p> <ol style="list-style-type: none"> <li>1. Estimate of acquaintance of problems discussed during accomplished lectures on base of answer of student</li> <li>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</li> </ol>		
<b>Course description</b>		
<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>		
<b>Basic bibliography:</b>		
<b>Additional bibliography:</b>		
<b>Result of average student's workload</b>		
Activity	Time (working hours)	
1. Lecture	30	
2. Exercises	30	
3. Consultations of exercises	3	
4. Preparation for exercises	24	
<b>Student's workload</b>		
Source of workload	hours	ECTS
Total workload	120	6
Contact hours	66	3
Practical activities	54	3