



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Fundamentals of management

### Course

Field of study

Production Engineering and Management

Area of study (specialization)

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

1/2

Profile of study

general academic

Course offered in

Polish

Requirements

compulsory

### Number of hours

Lecture

20

Tutorials

10

Laboratory classes

Projects/seminars

Other (e.g. online)

### Number of credit points

4

### Lecturers

Responsible for the course/lecturer:

PhD Beata Starzyńska

email: [beata.starzynska@put.poznan.pl](mailto:beata.starzynska@put.poznan.pl)

ph. 61 665 27 41

Faculty of Mechanical Engineering

Piotrowo Street, No 3 60-965 Poznań

Responsible for the course/lecturer:

### Prerequisites

The student has knowledge of the basics of entrepreneurship; ability to associate facts, logical thinking and the use of e-resources; understanding the need for learning and acquiring new knowledge.



### Course objective

The aim of the course is to prepare the Student to perform managerial functions and process management in a production company.

### Course-related learning outcomes

#### Knowledge

The student has knowledge of the development of organization and management science.

The student knows a wide spectrum of management methods and techniques.

The student describes the organization (production company) as a system functioning in the changing conditions of the market environment, managed in a process.

#### Skills

The student is able to choose and correctly apply management methods, adequate to the situation and the organizational problem.

The student is able to work with a team of employees, motivating them to act effectively.

#### Social competences

The student is aware of the responsibility for the management decisions made and the effects of the actions taken as a result.

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Lecture: Multiple choice test result.

Exercises: The final grade is the average of partial grades obtained during the thematic exercises.

### Programme content

Lecture:

The concept of organization, organization as a system, organization development. The essence of management, organizational resources, efficiency and effectiveness of processes, resource management. Organization goals. Mission, vision and company strategy, organizational levels. Management functions (planning, organizing, controlling, leading). Process approach in management, classifications of processes in an enterprise. Management processes; management system and managed system; information and decision-making processes and executive processes. Management ranges (subjective, process, resource). Organizational structures, division of organizational structures. Basics of designing organizational structures. Management methods and techniques. Management and leadership processes in the organization. Manager roles and tasks. Management styles. Techniques for employee motivation and managerial control. Basics of organizing work in teams.

Exercises:



Management theorists and practitioners. Developing a sample vision and mission of the company. Planning at the operational level (schedule). Types of organizational structures. Designing organizational structures. Techniques for motivating employees. Managerial control and process control.

### Teaching methods

Lecture; active participation in classes; consultations.

### Bibliography

#### Basic

Ewa Małyk – Musiał, Anna Rakowska, Elżbieta Krajewska – Bińczyk: Zarządzanie dla inżynierów. Polskie Wydawnictwo Ekonomiczne, Warszawa 2012

#### Additional

Koźmiński Andrzej K., Piotrowski Włodzimierz: Zarządzanie. Teoria i praktyka. Wydawnictwo Naukowe PWN, Warszawa 2013

Griffin Ricky W.: Podstawy zarządzania organizacjami. Wydawnictwo Naukowe PWN, Warszawa 2010

### Breakdown of average student's workload

	Hours	ECTS
Total workload	100	4
Classes requiring direct contact with the teacher	40	1,5
Student's own work (literature studies, preparation for tutorials, preparation for tests/exam) <sup>1</sup>	60	2,5

---

<sup>1</sup> delete or add other activities as appropriate

