



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Basics of management

### Course

Field of study

Engineering Management

Area of study (specialization)

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

English

Requirements

compulsory

### Number of hours

Lecture

20

Laboratory classes

Tutorials

20

Projects/seminars

Other (e.g. online)

### Number of credit points

5

### Lecturers

Responsible for the course/lecturer:

prof.dr hab. inż. Stefan Trzciliński

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Faculty of Engineering Management

ul. Jacka Rychlewskiego

Responsible for the course/lecturer:

dr inż. Edmund Pawłowski

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Faculty of Engineering Management

ul. Jacka Rychlewskiego

### Prerequisites

There are no predecessors in first degree studies. The student should have the ability to perceive, associate and interpret phenomena in social relations and bear social responsibility for decisions in the area of organization management.

### Course objective

Teaching a system of basic concepts used to describe the management process and models, methods and principles explaining basic aspects of the management phenomenon.

### Course-related learning outcomes

Knowledge

has knowledge about legal standards, their sources, nature, changes and ways of influencing the organization in the context of shaping forms and principles of functioning of the organization



has an orderly and theoretically based knowledge of behaviour, organisational standards, understands the importance of organisational and social ties in creating an organisation

has knowledge of the organisational structures of their historical evolution, shaping processes and changes  
ma podstawową wiedzę o typach sieciowych struktur gospodarczych i relacjach między uczestnikami sieci tworzonych w skali krajowej i międzynarodowej, a także o strukturach i instytucjach administracji na poziomie UE i kraju

has basic knowledge of the types of organizational structures, knows the methods and tools for designing them

#### Skills

is able to use basic theoretical knowledge and acquire data to analyse specific social processes and phenomena (cultural, political, legal, economic) in the field of management

is able to correctly interpret social phenomena (cultural, political, legal, economic) in terms of management

#### Social competences

can make a substantive contribution to the preparation of social projects taking into account legal, economic and organisational aspects

is able to prepare and implement business ventures

#### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

The knowledge of the lectures is verified during the session examination. Written exam in two versions: 1/ 5 open questions, 2/ 10 multiple choice test questions. Maximum number of points = 100. Positive score from 65 points.

The knowledge of the exercises is verified in two stages: 1/ evaluation of public presentations on the given topic, 2/ evaluation of the final test from the knowledge covered by the exercises. A maximum of 50 points can be obtained from each part, together 100 points. Positive assessment from 65 points.

#### Programme content

Genesis and development of management sciences. Management - its essence and significance. Management functions. Organization in the environment as a management object. Elements of organization - people, technologies, processes. Organizational unit, morphology of processes in an organizational unit. Management as a process of information and decision making. Control cycle in managing an organizational unit. Information and communication in management. Decision models. Organizational structure - conditions and directions of evolution. Management methods. Criteria of assessing efficiency of actions. The essence of managerial work, managerial roles, management styles, managerial skills. Motivation theory. Ethical and cultural context of management. Management in the context of change. Management in the context of globalisation



## Teaching methods

1. lecture: Monographic lecture, case studies

Exercises: multimedia presentation illustrated by the examples given on the board and the performance of tasks given by the instructor - practical exercises

## Bibliography

### Basic

1. R.W. Griffin, Fundamentals of Management, Cengage Learning, 2011
2. S.P. Robbins, D.A. DeCenzo, Podstawy zarządzania, PWE, 2002
3. A.K. Koźmiński, W. Piotrowski (red). Zarządzanie. Teoria i praktyka, PWE, W-wa, 2020

### Additional

1. Kałkowska J., Pawłowski E., Włodarkiewicz – Klimek H., Zarządzanie organizacjami w gospodarce opartej na wiedzy. Wydawnictwo Politechniki Poznańskiej. Poznań, 2013
2. J.A.F. Stoner, C. Wankel, Kierowanie, PWE, W-wa, 1999
3. M. Stróżycki, (red), Podstawy zarządzania, SGH, 2008

## Breakdown of average student's workload

	Hours	ECTS
Total workload	100	5,0
Classes requiring direct contact with the teacher	40	2,0
Student's own work (literature studies, preparation for tutorials, preparation for tests/exam, ) <sup>1</sup>	60	3,0

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