



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Basics of management

### Course

Field of study

Logistic

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

Polish

Requirements

compulsory

### Number of hours

Lecture

14

Tutorials

16

Laboratory classes

Projects/seminars

Other (e.g. online)

### Number of credit points

4

### Lecturers

Responsible for the course/lecturer:

Prof. Stefan Trzcieliński, Ph.D., D.Sc., Eng.

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Responsible for the course/lecturer:

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### 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

knows the basic management issues specific to logistics and supply chain management(P6S\_WG\_08)

knows the general principles of creating and developing forms of individual entrepreneurship characteristic of logistics and services related to the sphere of logistics[P6S\_WK\_10]

#### Skills

is able to perceive system and non-technical as well as socio-economic, organisational and economic aspects in engineering tasks [P6S\_UW\_04]

is able to identify changes in requirements, standards, regulations, technical progress and the reality of the labour market, and, on the basis of these changes, to identify the need to supplement knowledge [P6S\_UU\_01]

#### Social competences

can plan and manage in an entrepreneurial manner [P6S\_KO\_01]

is aware of initiating activities related to the formulation and transmission of information and public interaction in the field of logistics [P6S\_KO\_02]

### 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. Methodological basis of organizing research. Methods of modeling and organizing design. Management - its essence and meaning. 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. Strategic



models, Scorecard. Models of outsourcing decisions. Organizational structure - conditions and directions of evolution. Management methods. The essence of managerial work, managerial roles, management styles, managerial skills. Motivation theory. 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	4,0
Classes requiring direct contact with the teacher	35	1,5
Student's own work (literature studies, preparation for tutorials, preparation for tests/exam, ) <sup>1</sup>	65	2,5

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