



## 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

Polish

Requirements

compulsory

### Number of hours

Lecture

20

Tutorials

20

Laboratory classes

Projects/seminars

Other (e.g. online)

### Number of credit points

5

### Lecturers

Responsible for the course/lecturer:

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

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Responsible for the course/lecturer:

Ph.D., Eng., Edmund Pawłowski

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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

The student defines the impact of legal norms on shaping structures and the functioning of organizations, in order to consciously design and adapt organizational forms. [P6S\_WG\_02]

The student describes theories and models of behavior in organizations, identifying the influence of norms and organizational bonds on the effectiveness of actions. [P6S\_WG\_03]

The student lists key aspects of the evolution and shaping of organizational structures, to understand the dynamics of change in organizations. [P6S\_WG\_04]

The student characterizes the foundations of the functioning of network economic structures as well as the structures and institutions of the EU and the country's administration. [P6S\_WG\_05]

The student classifies different types of organizational structures and methods of their design. [P6S\_WG\_06]

The student identifies the connections between management sciences and other disciplines. [P6S\_WG\_11]

#### Skills

The student demonstrates the use of theoretical knowledge to analyze and understand managerial processes and phenomena. [P6S\_UW\_01]

The student interprets and analyzes social phenomena in the context of management, utilizing acquired knowledge. [P6S\_UW\_06]

#### Social competences

The student plans and contributes substantively to the preparation of social projects, taking into account legal, economic, and organizational aspects. [P6S\_KO\_01]

The student implements business ventures, applying fundamental principles of management. [P6S\_KO\_03]

### 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. A.K. Koźmiński, W. Piotrowski (red). Zarządzanie. Teoria i praktyka, PWN, W-wa, 2013, 2023
2. R.W. Griffin, Podstawy zarządzania organizacjami, PWN, W-wa, 2017
3. S.P. Robbins, D.A. DeCenzo, Podstawy zarządzania, PWE, 2002

Additional

1. Trzcieleński S., Kruszyński M., Trzcieleńska J. (2023), Shaping the enterprise's strategy – theory and practice. Kształtowanie strategii przedsiębiorstwa – teoria i praktyka. Publishing House of Poznan University of Technology, Poznań.
2. Kałkowska J., Pawłowski E., Włodarkiewicz – Klimek H., Zarządzanie organizacjami w gospodarce opartej na wiedzy. Wydawnictwo Politechniki Poznańskiej. Poznań, 2013
3. J.A.F. Stoner, C. Wankel, Kierowanie, PWE, W-wa, 1999
4. M. Stróżycki, (red), Podstawy zarządzania, SGH, 2008
5. Pawłowski E. Designing the Organizational Structure of Enterprises Operating in a Highly Turbulent Environment. in: Human Aspects of Advanced Manufacturing, Vol. 80, 2023, 111–119, Human Aspects of Advanced Manufacturing, Vol. 80, 2023, 111–119; <https://doi.org/10.54941/ahfe1003513>



6. Sus A., Pawlowski E., Strategic Knowledge Bases in the Context of Discovering and Creating Business Opportunities. Proceedings of the 24th European Conference on Knowledge Management, ECKM 2023, pp. 1303-1312

### Breakdown of average student's workload

	Hours	ECTS
Total workload	125	5,0
Classes requiring direct contact with the teacher	45	2,0
Student's own work (literature studies, preparation for tutorials, preparation for tests/exam, ) <sup>1</sup>	80	3,0

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