



MODULE DESCRIPTION

Module code	full-time studies:	Z-ZIP1-E-408
	part-time studies:	Z-ZIPN1-E-408
Module name	Fundamentals of Management	
Module name in Polish	Podstawy zarządzania	
Valid from academic year	2019/2020	

MODULE PLACEMENT IN THE SYLLABUS

Field of study	MANAGEMENT AND PRODUCTION ENGINEERING
Level of education	1st degree
Studies profile	General
Form and method of conducting classes	Full-time and Part-time
Specialisation	All
Unit conducting the module	Department of Management and Organization
Module co-ordinator	Janusz Kot, PhD, DSc
Approved by:	

MODULE OVERVIEW

Type of subject / group of subjects	Major
Module status	Compulsory
Language of conducting classes	English
Module placement in the syllabus - semester	Semester IV
Initial requirements	Microeconomics
Examination (YES/NO)	YES
Number of ECTS credit points	4

Method of conducting classes		Lecture	Classes	Laboratory	Project	Other
Per semester	full-time studies:	30	15			
	part-time studies:	18	9			

TEACHING RESULTS AND THE METHODS OF ASSESSING TEACHING RESULTS

Category	Symbol	Learning outcomes	Assignations to the directional learning out-comes
Knowledge	W01	The student has elementary knowledge of management, understands the concept and its basic functions.	ZIP1_W13
	W02	The student knows how to implement management functions in the enterprise in order to develop it.	ZIP1_W13 ZIP1_W14
	W03	The student knows who and how contributed to the formation of the theory of organization and management.	ZIP1_W17 ZIP1_W18
Skills	U01	The student is able to determine the profitability threshold of the project on the basis of data on costs and total revenues and make decisions on this basis.	ZIP1_U14 ZIP1_U19
	U02	The student is able to use the principles and methods of management to achieve the goals of the enterprise.	ZIP1_U06
	U03	The student is able to work in a team.	ZIP1_U02
Social competences	K01	The student is able to think in an entrepreneurial way, taking into account the consequences of the actions taken.	ZIP1_K05
	K02	The student knows how to use theoretical knowledge to implement it in economic practice.	ZIP1_K01 ZIP1_K05

TEACHING CONTENTS

Method of conducting classes	Teaching contents
Lecture	<p>Concepts of management, evolution of management processes.</p> <p>Types of management, management functions.</p> <p>Management methods, roles, tasks and managerial functions.</p> <p>Types of enterprise strategies.</p> <p>Processes and procedures for creating a strategy.</p> <p>Assessment of the effectiveness of the methods and management strategies used in business units.</p> <p>Competitiveness and innovation in the development of economic units.</p>
Classes	<p>Management-concept. Organization models. Manager and roles in the organization.</p> <p>Contribution to the science of organization and management (F.W. Taylor; F.B. Gilberth, H. Emerson; H. Gantt; H. Ford; H. Fayol; H. Le Chatelier; K. Adamiecki, Z. Rytel, E. Hauswald; A.A. Bogdanow; A.K. Gastiew; E. Mayo; R. Likier; M.P. Follet, McGregor; P. Drucker).</p> <p>Organizational structure - linear, staff-linear, functional, matrix, divisional. Characteristics of the advantages and limitations of organizational structures.</p> <p>Management styles. Blake and Mouton's steering grid.</p> <p>Motivation and motivation. Theories of motivation: Maslow; Herzberg's two-factorial, McClelland's trichotomy of needs; Vroom's expectations.</p> <p>Making decisions in quantitative terms. Break-even analysis. Numerical problems.</p> <p>Planning as a management function.</p> <p>Control as a management function.</p>

METHODS OF ASSESSING TEACHING RESULTS

Symbol	Methods of checking the learning outcomes (select X)					
	Oral exam	Written exam	Test	Project	Statement	Other
W01		X	X			
W02		X	X			
W03		X	X			
U01		X	X			
U02		X	x			
U03						X
K01						X
K02						X

FORM AND CONDITIONS OF PASSING

Form of classes	Form of credit	Passing conditions
Lecture	Exam	Obtaining at least 50% of the exam points.
Classes	Credit with grade	Obtaining at least 50% of the written test points.

STUDENT WORKLOAD

Balance of ECTS points												
No.	Type of student's activity	Student's workload										Unit
		full-time					part-time					
1.	Participation in the activities	L	C	L	P	S	W	C	L	P	S	h
		30	15				18	9				
2.	Other (consultation, exam)	4	2				4	2				h
3.	Number of hours of a student's as- sisted work	51					33					h
4.	Number of ECTS credit points which are allocated for assisted work	2,0					1,3					ECTS
5.	Number of hours of a student's un- assisted work	49					67					h
6.	Number of ECTS credit points which a student receives for unassisted work	2,0					2,7					ECTS
7.	Work input connected with practical classes	33					33					h
8.	Number of ECTS credit points which a student receives for practical classes	1,3					1,3					ECTS
9.	Total number of hours of a stu- dent's work	100					100					h
10.	Punkty ECTS za modul <i>1 ECTS=25 hours</i>	4										ECTS

LITERATURE

1. B. Witcher, Strategic management, Cengage Learning 2010
2. Allen C. Amason, Strategic management from theory to practice, Routledge 2010
3. D. Stokes, Small business Management and entrepreneurship, Thomson Learning 2010
4. R. Daft, Management, Thomson Learning 2010
5. Phill Kelly, International Business and Management, Thomson Learning 2009