

## MODULE DESCRIPTION

Module code	<b>Z-ZIP-0135</b>
Module name	<b>Podstawy zarządzania</b>
Module name in English	<b>Fundamentals of Management</b>
Valid from academic year	<b>2015/2016</b>

## A. MODULE PLACEMENT IN THE SYLLABUS

Field of study	<b>Management and Production Engineering</b>
Level of education	<b>1st degree</b> <i>(1st degree / 2nd degree)</i>
Studies profile	<b>General</b> <i>(general / practical)</i>
Form and method of conducting classes	<b>Full-time</b> <i>(full-time / part-time)</i>
Specialisation	<b>All</b>
Unit conducting the module	<b>The Department of Management and Marketing</b>
Module co-ordinator	<b>Lyubov Andrushko, PhD</b>
Approved by:	

## B. MODULE OVERVIEW

Type of subject/group of subjects	<b>Major</b> <i>(basic / major / specialist subject / conjoint / other HES)</i>
Module status	<b>Compulsory</b> <i>(compulsory / non-compulsory)</i>
Language of conducting classes	<b>English</b>
Module placement in the syllabus - semester	<b>4th semester</b>
Subject realisation in the academic year	<b>Summer semester</b> <i>(winter semester/ summer)</i>
Initial requirements	<b>Microeconomics</b> <i>(module codes / module names)</i>
Examination	<b>Yes</b> <i>(yes / no)</i>
Number of ECTS credit points	<b>4</b>

<b>Method of conducting classes</b>	<b>Lecture</b>	<b>Classes</b>	<b>Laboratory</b>	<b>Project</b>	<b>Other</b>
<b>Per semester</b>	<b>30</b>	<b>15</b>			

### C. TEACHING RESULTS AND THE METHODS OF ASSESSING TEACHING RESULTS

<b>Module target</b>	The aim of the module is introduction of students with basic theoretical questions from the field of organization and management enterprises, elaboration by the students of the habits of the skilful selection of the most efficient methods and the techniques of the management organizations.
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Effect symbol	Teaching results	Teaching methods (l/c/lab/p/other)	Reference to subject effects	Reference to effects of a field of study
W_01	The student knows and understands basic notions from the range of the management. Mine indispensable knowledge to the realization of the basic functions of the management: planning, organization, motivating and controlling.	l/c	K_W13	S1A_W07 S1A_W11
W_02	The student has knowledge about evolution of the theory of organization and management and her implication for the economic practice.	l/c	K_W13 K_W17	S1A_W09 S1A_W02
W_03	The student has knowledge from the range of the principles of transforming enterprises at organizations learners, managements knowledge and intellectual capital.	l/c	K_W18	S1A_W11
U_01	The student be able to show principles and the method of the realization of the main functions of the management.	l/c	K_U19	S1A_W06
U_02	The student be able to use basic principles managements enabling realizing the aims of the enterprise.	l/c	K_U02 K_U19	S1A_U05
U_03	The student be able to use proper well-chosen methods to solving problems from the management the organization.	l/c	K_U14	S1A_U07
K_01	The student be able to work in the team.	l/c	K_K04	S1A_K01
K_02	The student has the consciousness of the validity of the professional working and the warning of the professional ethics.	l/c	K_K03	S1A_K04
K_03	The student be able to think in the enterprising way with the understanding of needs stakeholders of the organization.	l/c	K_K05	S1A_K07

#### Teaching contents:

##### 1. Teaching contents as regards lectures

Lecture number	Teaching contents	Reference to teaching results for a module
1	<b>Introduction to the subject matter, the principles and terminology.</b> A enterprise as social and economical system. Economical, competitive and technological company environment. Historical context of the rise of the scientific trend of the management. Classic and humanistic theory of organization and management.	W_01 K_02
2	<b>volution of theory and the conception of organization and management.</b> The principle of the scientific management F.W. Taylora, Henry Forda, principle the efficiency according to H. Emersona, graphs Gantta, organizational cycle H. Le Chateliera, Law of harmony (by K. Adamiecki) The school of interhuman relations (E. Mayo, M.P. Follet, R. Likiert), the theory X and Y. The school of operative exploration (the programming of	W_02 K_02

	dynamic Bellmana, network methods - CPM, PERT). Neo-Classical school (by F. Drucker).	
3	<b>The surroundings of the organization.</b> External surroundings. Internal surroundings. Surroundings and the effectiveness of the organization. Ethical and social surroundings of organization: individual ethics at organizations, social responsibility. The appraisal of the social responsibility.	W_01 U_02
4	<b>The process of the management. Basic functions of the management.</b> The planning, organization, motivating and controlling the economic activity.	W_01 W_03 U_02 K_03
5	<b>The planning of the economic activity.</b> Aims of the organization. Kinds of plans at the organization. The planning tactical. The realization of tactical plans. Operations planning. Plans running. Utilization of the plans by aims to the realization of plans.	W_01 U_01 K_02
6	<b>Strategy management and planning</b> The aim of the strategic management. The domain of the working. SWOT analysis for need of strategy. Initiation of the strategy on the level of the operating individual. The cycle of the life of the product. The method of BCG. Emergency strategy.	W_01 U_01 K_02
7	<b>The organization of the economic activity.</b> The structure organizational in enterprises. Types of organizational structures: line organizational structure , functional organizational structure, line and staff organizational structure, divisional organizational structure, matrix organizational structure. The static structure. The dynamic structure. The forming of organizational relationship.	W_01 U_01 K_03
8	<b>Motivation of workers</b> Contemporary theory of motivation. Theory of needs hierarchy (by Maslov). The theory of motivation and hygienic factors (by F. Herzberg). Theory of three needs (by McClelland). Theory of expectation (by Vroom)	W_01 W_02 U_01
9	<b>Management and leadership</b> The management and leadership - interactive relation. The source of managerial power. Static styles of management. Dynamic styles of management.	W_01 W_02 U_01
10	<b>Controls of economic activity.</b> <b>The concept of control.</b> The function of the control. Stages of the process of the control. The feature of the functional and institutional control. The principle of the execution of the control. Control and controlling. Total Quality Management (TQM) in the operative controlling.	W_03 U_03
11	<b>Transformations in the management.</b> The system approach. The situational approach. 7S formula. Postmodernism in the management.	W_01 U_03
12	<b>The organization and management methods.</b> SWOT Analysis. Porter's five forces analysis. The method Lean Manufacturing. The method Just-in-Time. Benchmarking. Reengineering. Outsourcing.	W_03 U_03
13	<b>The making decision in the enterprise.</b> Quantitative making decision: break event point, <b>efficiency assortment production</b> , economic order quantity. The informative support for making decision.	W_03 U_03
14	<b>The rationality of the management</b> Effects and efficiency in the process of enterprise husbanding. The bill of costs for engineers. Profitability of the investment. The net present value (NPV).	W_03 U_03 K_02
15	<b>Management of the innovative and organizational changes</b> The character of organizational changes. The management of changes in company. The improvement of the organization. Organizational innovations.	W_03 U_03 K_03

## 2. Teaching contents as regards classes

Class number	Teaching contents	Reference to teaching results for a module
1	Introduction to the subject matter, the principles and terminology. (Case study application).	W_01 U_01 K_03
2	The surroundings of the organization. (Case study application).	W_02
3	Operations planning. (Case study application).	W_01 K_02
4	Strategy management and planning. (Case study application).	W_01 U_01 K_01
5	Types of organizational structures. (Case study application).	W_01 U_01 K_01
6	Motivation of workers. (Case study application).	W_01 U_01 K_01
7	The making decision in the enterprise. (Case study application)	W_01 U_01 K_01
8	Unassisted preparation for tests	

## The methods of assessing teaching results

Effect symbol	Methods of assessing teaching results <i>(assessment method, including skills – reference to a particular project, laboratory assignments, etc.)</i>
W_01	The oral examination. The study of the case, discussion on the forum of the group.
W_02	The oral examination. The study of the case, discussion on the forum of the group.
W_03	The oral examination. The study of the case, discussion on the forum of the group.
U_01	The study of the case, discussion on the forum of the group.
U_02	The study of the case, discussion on the forum of the group.
U_03	The study of the case, discussion on the forum of the group.
K_01	Observing a student's.
K_02	The study of the case, discussion on the forum of the group.
K_03	The study of the case, discussion on the forum of the group.

## D. STUDENT'S INPUT

ECTS credit points		
	Type of student's activity	Student's workload
1	Participation in lectures	30
2	Participation in classes	15
3	Participation in laboratories	
4	Participation in tutorials (2-3 times per semester)	4
5	Participation in project classes	
6	Project tutorials	
7	Participation in an examination	10
8		
9	<b>Number of hours requiring a lecturer's assistance</b>	59 <i>(sum)</i>
10	<b>Number of ECTS credit points which are allocated for assisted work</b> <i>(1 ECTS point=25-30 hours)</i>	2.2
11	Unassisted study of lecture subjects	5
12	Unassisted preparation for classes	20
13	Unassisted preparation for tests	10
14	Unassisted preparation for laboratories	
15	Preparing reports	
15	Preparing for a final laboratory test	
17	Preparing a project or documentation	
18	Preparing for an examination	15
19		
20	<b>Number of hours of a student's unassisted work</b>	50 <i>(sum)</i>
21	<b>Number of ECTS credit points which a student receives for unassisted work</b> <i>(1 ECTS point=25-30 hours)</i>	1.8
22	<b>Total number of hours of a student's work</b>	109
23	<b>ECTS points per module</b> <i>1 ECTS point=25-30 hours</i>	4
24	<b>Work input connected with practical classes</b> <i>Total number of hours connected with practical classes</i>	49
25	<b>Number of ECTS credit points which a student receives for practical classes</b> <i>(1 ECTS point=25-30 hours)</i>	2

## E. LITERATURE

Literature list	<ol style="list-style-type: none"> <li>1. Brzozowski M., Kopczyński T., <i>Metody zarządzania</i>, Uniwersytet Ekonomiczny w Poznaniu, Poznań 2011.</li> <li>2. Czermiński A., Czerska M., Nogalski B., Rutka R., Apanowicz J., <i>Zarządzanie organizacjami</i>, Tonik, Toruń 2002.</li> <li>3. Dołhasz M., Kosala M., Fudaliński J., Smutek H., <i>Podstawy zarządzania. Koncepcje. Strategie. Metody</i>, PWN, Warszawa 2009.</li> <li>4. Korzeniowski L., <i>Podstawy zarządzania organizacjami</i>, Difin, Warszawa 2011.</li> <li>5. Mikuła B., Pietruszka-Ortyl A., Potocki A., <i>Podstawy zarządzania przedsiębiorstwem w gospodarce opartej na wiedzy</i>, Difin, Warszawa 2007.</li> <li>6. Pacholski L.M.M., Trzcieleński, <i>Koncepcje zarządzania przedsiębiorstwem (w otoczeniu burzliwym i nieprzewidywalnym)</i>, Warszawa 2003.</li> </ol>
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	<p>7. Potocki A., Mięka B., Pietruszka –Ortyl A., <i>Zarządzanie przedsiębiorstwem XXI wieku. Wybrane koncepcje i metody</i>, Difin, Warszawa 2002.</p> <p>8. Werpachowski W., <i>Podstawy zarządzania w przedsiębiorstwie</i>, Politechnika Warszawska, Warszawa 2011.</p> <p>9. Koźmiński A.K., Piotrkowski W. (red.), <i>Zarządzanie. Teoria i praktyka</i>, PWN, Warszawa 2002.</p>
Module website	