Politechnika Świętokrzyska

WYDZIAŁ ELEKTROTECHNIKI, AUTOMATYKI I INFORMATYKI

COURSE DESCRIPTION

Course code	full-time studies	
	part-time-studies	
Course name	**HES 4** **Wprowadzenie do zarządzania**	
Course name in English	**HES 4** **Introduction to management**	
Valid from academic year	**2022/23**	

PLACEMENT IN THE TEACHING PROGRAM

Field of study	**Computer Science**
Level of education	**1st degree**
Studies profile	**General**
Form and method of teaching classes	**Full-time and part-time studies**
Specialization	**All specializations / Information systems / Computer graphics / Information and communication technology**
Organizational unit responsible for the course	**Katedra Informatyki Stosowanej**
Course coordinator	**Dr inż. Ludomir Tuszyński**
Approved by	**Dean of the Faculty of Electrical Engineering, Automatic Control and Computer Science Roman Deniziak, KUT prof., DSc, PhD**

GENERAL CHARACTERISTIC OF THE COURSE

Course affiliation	**Subject of general education**	
Course status	**Selectable**	
Language	**Polish**	
Semester	full-time studies	**Semester VI**
	part-time-studies	**Semester VII**
Requirements		
Exam (YES/NO)	**NO**	
ECTS	**2**	

Course form		lecture	classes	laboratory	project	other
Hours per semester	full-time studies	**30**				
	part-time-studies	**18**				

LEARNING RESULTS

Category	Result Symbol	Learning Results	References to the field of study results
Knowledge	W01	Student has knowledge of management issues and methods and tools in the field of management basics.	INF_W24
	W02	Student knows the types of organizational structures and the principles of functioning of the organization.	INF_W24
	W03	Student has knowledge of the role and competences of the manager in the organization.	INF_W24
	W04	Student knows the mechanisms of human resource management.	INF_W24
Skills	U01	Student is able to analyze the phenomena occurring in the organization and its environment.	INF_U24
	U02	Student can design a structure for a specific organization.	INF_U24
Social competence	K01	Student is aware of the need to know the basics of management.	INF_K3, INF_K4, INF_K5

COURSE CONTENT

Course Form	Content
lecture	1. Management, its essence, concept, meaning, functions. Management and other fields of science. Learning and practice of management. 2. Theories, trends, directions in the science of management. Management concepts (praxeological approach, systems approach). New management concepts. 3. Management as an information and decision-making process. The institution as a management object. Man as a subject of management. 4. Organization in structural terms. Organization in terms of subjects. The structure of the organization (essence, elements of the organizational structure, organizational ties, types of organizational structures).. 5. Planning in the organization (the concept of a plan, types of plans, features of a plan, the concept of a goal, types of goals). 6. Decision-making in the organization (essence, decision-making process, types of decisions, decision making). 7. Leadership, power in the organization, leadership styles (essence, sources of leadership and power, models of leadership styles). 8. Roles and competences of the manager in the organization (essence, person of the manager, types of managers, functions, roles, managerial skills, management levels). 9. Communication in the organization (the essence of communication, the process of communication, types of communication, barriers to communication). 10. Control in the organization (essence, purpose and scope, areas, types of control, control process). 11. Enterprise management (specificity, areas of management). 12. Human resource management (essence, concept of human resources, motive, HR policy models, stages of human resource management). 13. Organizational culture (concept, elements, types). Management in the conditions of globalization. Management ethics . 14. Information systems in management.

LEARNING RESULTS VERIFICATION METHODS

Result Symbol	Learning results verification methods					
	Oral Exam	Written Exam	Midterm	Project	Report	Other
W01			X			
W02			X			
W03			X			
W04			X			
U01			X			
U02			X			
K01			X			

ASSESSMENT FORMS AND CRITERIA

Course Form	Assessment Form	Assessment Criteria
lecture	passing with a grade	Obtaining at least 50% of the points from the colloquium

STUDENT'S VOLUME OF WORK

No.	Activity Type	Student Involvement										Unit
		full-time studies					part-time-studies					
		Lec	C	Lab	P	S	Lec	C	Lab	P	S	
1.	Participation in classes according to the schedule	30					18					h
2.	Other (consultations, exams)	4					2					h
3.	Total with the direct assist of an academic teacher	34					20					
4.	Number of ECTS, that students obtains with the direct assist of an academic teacher	1,36					0,8					
5.	Hours of unassisted student work	16					30					
6.	Number of ECTS that student obtains working unassisted	0,64					1,2					
7.	Practical classes volume of work	0					0					
8.	Number of ECTS obtained by student at practical classes	0,0					0,0					
9.	Total student's volume of work expressed in hours	50					50					
10.	ECTS	2										

BIBLIOGRAPHY

1. Griffin R.W., Podstawy zarządzania organizacjami, PWN, Warszawa 2010.
2. Koźmiński A. K., Piotrowski W., Zarządzanie. Teoria i praktyka, PWN, Warszawa 2009.

3. Masłyk-Musiał E., Rakowska A., Krajewska-Bińczyk E., Zarządzanie dla inżynierów, PWE, Warszawa 2012.
4. Sikorski Cz., Nauka o zarządzaniu, Wydawnictwo AHE, Łódź 2009.
5. Stoner J.A.F., Freeman R.E., Gilbert D.R., Kierowanie, PWE, Warszawa 2011.
6. Zieleniewski J., Organizacja i zarządzanie, PWN, Warszawa 1984.
7. Zakrzewska-Bielawska A., Podstawy zarządzania, Oficyna Wolters Kluwer, Warszawa 2012.