

FACULTY OF COMPUTER SCIENCE AND MANAGEMENT**SUBJECT CARD****Name in Polish** Podstawy zarządzania**Name in English** Essentials of Management**Main field of study (if applicable):** Management**Specialization (if applicable):** Organizational Management (OM)**Level and form of studies:** 1st level, full-time**Kind of subject:** obligatory**Subject code** ZMZ1242**Group of courses** NO

| | Lecture | Classes | Laboratory | Project | Seminar |
|---------------------------------------------------------------------------------|-------------|----------------------------|------------|---------|---------|
| Number of hours of organized classes in University (ZZU) | 30 | 30 | - | - | - |
| Number of hours of total student workload (CNPS) | 120 | 60 | - | - | - |
| Form of crediting | exam | credit with a grade | - | - | - |
| For group of courses mark (X) final course | - | - | - | - | - |
| Number of ECTS points | 4 | 2 | - | - | - |
| including number of ECTS points for practical (P) classes | - | 2 | - | - | - |
| including number of ECTS points for direct teacher-student contact (BK) classes | 1 | 1 | - | - | - |

*delete as applicable

PREREQUISITES RELATING TO KNOWLEDGE, SKILLS AND OTHER COMPETENCES

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SUBJECT OBJECTIVES

To ensure fundamental knowledge (including application aspects) about:

C1. characteristics, elements and types of organizations, and the impact of the environment on organizational operations,

C2. management processes, functions, principles and tools,

C3. key management issues,

C4. organizational effectiveness.

To ensure fundamental skills to:

C5. analyze and evaluate selected characteristics of the organization,

C6. analyze and evaluate selected internal and inter-organizational relationships.

SUBJECT EDUCATIONAL EFFECTS**relating to knowledge:**

PEK_W01 - has a basic knowledge about the characteristics, elements and types of organizations

PEK_W02 – understands basic management processes, functions, principles and tools

PEK_W03 - explains and illustrates the impact of the environment on the operations of the organization

PEK_W04 – identifies the basic management issues

PEK_W05 – understands the organizational efficiency concept

relating to skills:

PEK_U01 - analyzes and evaluates (at a basic level) the objectives, characteristics and elements of the organization

PEK_U02 - analyzes and evaluates (at a basic level) internal and inter-organizational relationships

PEK_U03 - identifies and analyzes basic management issues

relating to social competences:

PEK_K01 - is aware of the need to develop knowledge and skills in the science of organization and management

PEK_K02 - is aware that manager's job is to continuously identify, analyze and resolve issues in organizations

PEK_K03 - is prepared to express and defend his/her views, and to persuade others to his/her views

PEK_K04 - is aware that managers have to comply with appropriate – professional and ethical standards.

| PROGRAMME CONTENT | | |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Form of classes - lecture | | Number of hours |
| Lec 1 | Introduction to management and organization | 2 |
| Lec 2-3 | Definition of organization. The model of organization. Organization and its environment | 4 |
| Lec 4 | Definition of management and management process | 2 |
| Lec 5 | Manager and foundations of decision making | 2 |
| Lec 6-7 | Planning as a management function | 4 |
| Lec 8-9 | Organizing as a management function: building organizational structure, structure-creating factors, typology of organizational structures | 4 |
| Lec 10 | Organizing as a management function: staffing and human resource management | 2 |
| Lec 11 | Leading as a management function: power in organizations, essence of managers' job, managerial roles and skills, leadership styles | 2 |
| Lec 12 | Leading as a management function: motivating | 2 |
| Lec 13 | Controlling as a management function. | 2 |
| Lec 14 | Organization and organizational effectiveness | 2 |
| Lec 15 | Operations Management | 2 |
| | Total hours | 30 |
| Form of classes - class | | Number of hours |
| Cl 1 | Introduction to classes | 2 |
| Cl 2-3 | Elements of organizational model – case studies | 4 |
| Cl 4 | Goals formulating, organizational goals hierarchy | 2 |
| Cl 5 | Foundations of Individual Behavior | 2 |
| Cl 6 | Understanding Groups and Managing Work Teams | 2 |
| Cl 7 | Organizational culture definition | 2 |
| Cl 8 | Organizational culture changing | 2 |
| Cl 9 | Organizational structure – key dimensions I | 2 |
| Cl 10 | Organizational structure – key dimensions II | 2 |
| Cl 11 | Organizational structure building | 2 |

| | | |
|-------|---------------------------------------|----|
| Cl 12 | Technology | 2 |
| Cl 13 | Organizational environment | 2 |
| Cl 14 | Managing organizational effectiveness | 2 |
| Cl 15 | Final assessment | 2 |
| | Total hours | 30 |

TEACHING TOOLS USED

- N1. Traditional lecture with multimedia presentations
N2. Questions to students during lecture
N3. Case studies presented during lecture
N4. Discussion of selected issues
N5. Case studies solving (independently by student or jointly with other students)
N6. Self-study: classes preparation and final assessment preparation
N7. Presentations prepared by students

EVALUATION OF SUBJECT EDUCATIONAL EFFECTS ACHIEVEMENT

| Evaluation (F – forming (during semester), P – concluding (at semester end)) | Educational effect number | Way of evaluating educational effect achievement |
|-------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------|
| F1 | PEK_U01-3 | Quizzes (during classes) |
| F2 | PEK_U01-3, PEK_K01-4 | Scoring students' involvement and presentations (during classes) |
| C1 | Final mark consists of F1(60%) and F2 (40%) | |
| C2 | PEK_W01-5 | Exam |

PRIMARY AND SECONDARY LITERATURE

PRIMARY LITERATURE:

- [1] Robbins S.P., DeCenzo D.: Fundamentals of management: essential concepts and applications, Pearson/Prentice Hall, 2008.
[2] Robbins S.P., Barnwell N.: Organization Theory, Person, 2006.

SECONDARY LITERATURE:

- [1] Griffin R.W.: Management, Houghton Mifflin Company, New York 2008.
[2] Jones G.R., George J.M., Essentials of contemporary management, McGraw-Hill Irwin, Boston 2007 (2006).
[3] Robbins S.P., Coulter M.: Management, Pearson/Prentice Hall, 2009.

SUBJECT SUPERVISOR (NAME AND SURNAME, E-MAIL ADDRESS)

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MATRIX OF CORRELATION BETWEEN EDUCATIONAL EFFECTS FOR SUBJECT
Essentials of Management
AND EDUCATIONAL EFFECTS FOR MAIN FIELD OF STUDY
Management
AND SPECIALIZATION Organizational Management (OM)

| Subject educational effect | Correlation between subject educational effect and educational effects defined for main field of study and specialization (if applicable)** | Subject objectives*** | Programme content*** | Teaching tool number*** |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|-------------------------|
| PEK_W01 | K1_ZARZ_W01, K1_ZARZ_W05, K1_ZARZ_W08, K1_ZARZ_W12-13, K1_ZARZ_W17-18 | C1 | Lec2-3, C12-13 | N1-3, N6 |
| PEK_W02 | K1_ZARZ_W01, K1_ZARZ_W07, K1_ZARZ_W08, K1_ZARZ_W09, K1_ZARZ_W13-21 | C2 | Lec4-13,15 | N1-3, N6 |
| PEK_W03 | K1_ZARZ_W01, K1_ZARZ_W06, K1_ZARZ_W16 | C1 | Lec2-3,6-7, C113 | N1-3, N6 |
| PEK_W04 | K1_ZARZ_W01, K1_ZARZ_W06, K1_ZARZ_W07, K1_ZARZ_W09, K1_ZARZ_W16-21 | C3 | Lec1-15 | N1-3, N6 |
| PEK_W05 | K1_ZARZ_W01, K1_ZARZ_W09 | C4 | C114 | N3-4, N6 |
| PEK_U01 | K1_ZARZ_U01-2, K1_ZARZ_U04-6, K1_ZARZ_U10, K1_ZARZ_U14-18 | C5 | C12 -12 | N3-7 |
| PEK_U02 | K1_ZARZ_U01-2, K1_ZARZ_U04-5, K1_ZARZ_U14-8 | C6 | C12-13 | N3-7 |
| PEK_U03 | K1_ZARZ_U01, K1_ZARZ_U03-4, K1_ZARZ_U05, K1_ZARZ_U07-11, K1_ZARZ_U14-18 | C3 | C11-15 | N3-7 |
| PEK_K01 | K1_ZARZ_K01 | C1-6 | Lec1-15, C11-15 | N-4 |
| PEK_K02 | K1_ZARZ_K04, K1_ZARZ_K03, K1_ZARZ_K05 | C1-6 | Lec1-15, C11-15 | N-4 |
| PEK_K03 | K1_ZARZ_K06, K1_ZARZ_K02 | C5-6 | C12-14 | N7, N4 |
| PEK_K04 | K1_ZARZ_K06 | C1-6 | Lec1-15, C11-15 | N-4 |

** - enter symbols for main-field-of-study/specialization educational effects

*** - from table above