

**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:** 1<sup>st</sup> 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)	<b>30</b>	<b>30</b>	-	-	-
Number of hours of total student workload (CNPS)	<b>120</b>	<b>60</b>	-	-	-
Form of crediting	<b>exam</b>	<b>credit with a grade</b>	-	-	-
For group of courses mark (X) final course	-	-	-	-	-
Number of ECTS points	<b>4</b>	<b>2</b>	-	-	-
including number of ECTS points for practical (P) classes	-	<b>2</b>	-	-	-
including number of ECTS points for direct teacher-student contact (BK) classes	<b>1</b>	<b>1</b>	-	-	-

\*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**

<b>Form of classes - lecture</b>		<b>Number of hours</b>
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
<b>Form of classes - class</b>		<b>Number of hours</b>
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

CI 12	Technology	2
CI 13	Organizational environment	2
CI 14	Managing organizational effectiveness	2
CI 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