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| **FACULTY OF INFORMATICS AND MANAGEMENT**  **SUBJECT CARD**  **Name in Polish Podstawy zarządzania**  **Name in English Fundamentals of Management**  **Main field of study (if applicable): Management**  **Specialization (if applicable): Business management**  **Level and form of studies: 1st level, full-time**  **Kind of subject: obligatory**  **Subject code ZMZ1116**  **Group of courses NO** |

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|  | 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

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| **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. |

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| **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 effectiveness 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. |

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| **PROGRAMME CONTENT** | | |
| **Form of classes - lecture** | | **Number of hours** |
| Lec 1 | Organization and management science – essence and subject | 2 |
| Lec 2 | The essence of managing an organization | 2 |
| Lec 3 | Process and scope of management | 2 |
| Lec 4 | Kinds of managers | 2 |
| Lec 5 | Managerial roles and skills | 2 |
| Lec 6 | Strategic planning | 2 |
| Lec 7 | Operational planning | 2 |
| Lec 8 | Structure-creating factors and mechanisms | 2 |
| Lec 9 | Principles of organizational structure building | 2 |
| Lec 10 | Organizational changes making | 2 |
| Lec 11 | Motivating | 2 |
| Lec 12 | Leadership styles | 2 |
| Lec 13 | Leadership traits theory | 2 |
| Lec 14 | Controlling in organizations | 2 |
| Lec 15 | Decision making in organizations | 2 |
|  | Total hours | 30 |

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| **Form of classes - class** | | **Number of hours** |
| Cl 1 | The organizations and its models | 2 |
| Cl 2 | People. Variety of personalities and interests groups | 2 |
| Cl 3 | Organizational culture | 2 |
| Cl 4 | Organizational goals. Multitude of goals and conflicts them | 2 |
| Cl 5 | Technology. Kinds of technology, technology and social structure | 2 |
| Cl 6 | Organizational structure dimensions | 2 |
| Cl 7 | Basic types of organizational structure | 2 |
| Cl 8 | Organizational environment | 2 |
| Cl 9 | Organizational effect. Typologies of organizations | 2 |
| Cl 10 | Analysis and evaluation of chosen organization’s goals | 2 |
| Cl 11 | Analysis and evaluation of chosen organization’s technology | 2 |
| Cl 12 | Analysis and evaluation of chosen organization’s culture | 2 |
| Cl 13 | Analysis and evaluation of chosen organization’s organizational structure | 2 |
| Cl 14 | Environment identification | 2 |
| Cl 15 | Analysis and evaluation of relations between elements of chosen organization | 2 |
|  | Total hours | 30 |

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| **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. Analysis and evaluation of real organization’s assigned characteristics  N6. Self-study: classes preparation and final assessment preparation  N7. Presentations prepared by students |

**EVALUATION OF SUBJECT EDUCATIONAL EFFECTS ACHIEVEMENT**

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| **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(50%) and F2 (50%) | |
| F3 | PEK \_K01-4 | Scoring students’ involvement during lecture |
| F4 | PEK\_W01-5 | Exam |
| C2 | Final mark consists of F4 (90%) and F3 (10%) | |

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| **PRIMARY AND SECONDARY LITERATURE** |
| **PRIMARY LITERATURE:**   1. Hopej M.: Podstawy zarządzania, Oficyna Wyd. PWr, Wrocław 1999. 2. Koźmiński A.K., Piotrowski W. [red.]: Zarządzanie. Teoria i praktyka, PWN, Warszawa 2006. 3. Steinmann H., Schreyögg G.: Zarządzanie. Podstawy kierowania przedsiębiorstwem, Oficyna Wydawnicza Politechniki Wrocławskiej, Wrocław 2001.   **SECONDARY LITERATURE:**   1. Bielski M.: Podstawy teorii organizacji i zarządzania, C. H. Beck, Warszawa 2004. 2. Bielski M.: Organizacje: istota, struktury, procesy, Wyd. Uniwersytetu Łódzkiego, Łódź 1992. 3. Bieniok H. [red.]: Metody sprawnego zarządzania: planowanie, organizowanie, motywowanie, kontrola, PLACET, Warszawa 2011. 4. Czarniawska B.: Trochę inna teoria organizacji: organizowanie jako konstrukcja sieci działań, Poltext, Warszawa 2010. 5. Griffin R.W.: Podstawy zarządzania organizacjami, PWN, Warszawa 2009. 6. Hopej M.: Struktury organizacyjne: podstawowe, współczesne i przyszłe rozwiązania strukturalne, Ossolineum, Wrocław 2004. 7. Hopej M., Kamiński R.: Struktury organizacyjne współczesnych organizacji,  Oficyna Wyd. PWr., Wrocław 2010. 8. Hatch M.J.: Teoria organizacji, PWN, Warszawa 2002. 9. Mikuła B., Pietruszka-Ortyl A., Potocki A. [red.]: Podstawy zarządzania przedsiębiorstwami w gospodarce opartej na wiedzy, Difin, Warszawa 2007. 10. Morgan G.: Obrazy organizacji, PWN, Warszawa 1997. 11. Robbins S.P., DeCenzo D.A.: Podstawy zarządzania, PWE, Warszawa 2002. 12. Schermerhorn J.R.: Zarządzanie, kluczowe koncepcje, PWE, 2008. 13. Skalik J. [red.]: Projektowanie systemów zarządzania, Wyd. AE we Wrocławiu, Wrocław 1997. |
| **SUBJECT SUPERVISOR (NAME AND SURNAME, E-MAIL ADDRESS)** |
| Marian Hopej; marian.hopej@pwr.wroc.pl |

MATRIX OF CORRELATION BETWEEN EDUCATIONAL EFFECTS FOR SUBJECT

**Fundamentals of Management**

AND EDUCATIONAL EFFECTS FOR MAIN FIELD OF STUDY

**Management**

AND SPECIALIZATION **Business management**

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| **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, K1\_ZARZ\_W13 | C1 | Lec1, Cl1-7,9 | N1-3, N6 |
| PEK\_W02 | K1\_ZARZ\_W01, K1\_ZARZ\_W07, K1\_ZARZ\_W08, K1\_ZARZ\_W09, K1\_ZARZ\_W13, K1\_ZARZ\_W14, K1\_ZARZ\_W15 | C2 | Lec2-15 | N1-3, N6 |
| PEK\_W03 | K1\_ZARZ\_W01, K1\_ZARZ\_W06 | C1 | Lec1-3,6, Cl8 | N1-3, N6 |
| PEK\_W04 | K1\_ZARZ\_W01, K1\_ZARZ\_W06, K1\_ZARZ\_W07, K1\_ZARZ\_W09 | C3 | Lec1-15 | N1-3, N6 |
| PEK\_W05 | K1\_ZARZ\_W01, K1\_ZARZ\_W09 | C4 | Cl9 | N3-4, N6 |
| PEK\_U01 | K1\_ZARZ\_U02, K1\_ZARZ\_U05, K1\_ZARZ\_U06, K1\_ZARZ\_U10, K1\_ZARZ\_U14 | C5 | Cl2-7, Cl10-13 | N3-7 |
| PEK\_U02 | K1\_ZARZ\_U02, K1\_ZARZ\_U05, K1\_ZARZ\_U14 | C6 | Cl1, Cl8-9, Cl14-15 | N3-7 |
| PEK\_U03 | K1\_ZARZ\_U03, K1\_ZARZ\_U05, K1\_ZARZ\_U07, K1\_ZARZ\_U10, K1\_ZARZ\_U14 | C3 | Cl1-15 | N3-7 |
| PEK\_K01 | K1\_ZARZ\_K01 | C1-6 | Lec1-15, Cl1-15 | N-4 |
| PEK\_K02 | K1\_ZARZ\_K04, K1\_ZARZ\_K03, K1\_ZARZ\_K05 | C1-6 | Lec1-15, Cl1-15 | N-4 |
| PEK\_K03 | K1\_ZARZ\_K06, K1\_ZARZ\_K02 | C5-6 | Cl10-15 | N7, N4 |
| PEK\_K04 | K1\_ZARZ\_K06 | C1-6 | Lec1-15, Cl1-15 | N-4 |