

Title <b>(-)</b>	Code <b>1010401171011160938</b>
Field <b>EDUCATION IN TECHNOLOGY AND INFORMATICS</b>	Year / Semester <b>4 / 7</b>
Specialty <b>-</b>	Course <b>core</b>
Hours Lectures: <b>2</b> Classes: <b>-</b> Laboratory: <b>-</b> Projects / seminars: <b>1</b>	Number of credits <b>2</b>
	Language <b>polish</b>

**Lecturer:**

All academic staff members from Engineering Management Department  
(mgr D. Motala, ul. Strzelecka 11, 60-965 Poznań,  
e-mail:daria.motala@put.poznan.pl)

**Faculty:**

Faculty of Technical Physics  
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e-mail: office\_dtpf@put.poznan.pl

**Status of the course in the study program:**

Core course of the study for Education in Technology and Informatics, Faculty of Technical Physics.

**Assumptions and objectives of the course:**

The student will have an opportunity to become familiar with the theory of management, especially in such fields as: the meaning and mechanism of organisational functioning, understanding of rules and instruments of management, as well as describing and analyzing management problems.

**Contents of the course (course description):**

Management - it's essence and importance.  
? The organisation in the environment.  
? Elements of the organisation ? people, technologies and processes.  
? The authority.  
? An Information and a communication in management.  
? The structure of management.  
? Goals and functions of management.  
? The organizational structure.  
? Management as an informational and decision making process.  
? Methods of management.  
? An evaluating effectiveness of activities criterions.  
? Management working, elements of management, different styles of management and management skills.  
? Ethical and culture management context.  
? Management and changes in organizations.  
? Globalization and management

**Introductory courses and the required pre-knowledge:**

Basic knowledge of an micro- and macroeconomy.

**Courses form and teaching methods:**

Lectures and exercises are completed by students in groups. Individual work with students

**Form and terms of complete the course - requirements and assessment methods:**

Lectures ? a final exam.

Exercises - Oral and written test examination, evaluation of the practical skills and written report.  
The semester grade is average note of all exercises. Realisation of the all exercises is obligatory with minimum of 60% positive notes.

**Basic Bibliography:**

1. Podstawy zarządzania organizacjami, .R.W. Griffini, PWE, W-wa, 2010
2. Zarządzanie. Teoria i praktyka, (red.) A.K. Koźmiński, W. Piotrowski, PWE, W-wa, 2006
3. Kierowanie, , J.A.F. Stoner, C. Wankel, PWE, W-wa, 2007
4. Management, R.W. Griffin, South Western Cengage Learning, Mason, USA, 2011

**Additional Bibliography:**

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