

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Elements of management		Code 1010804121011160074
Field of study Electronics and Telecommunications	Profile of study (general academic, practical) general academic	Year /Semester 1 / 2
Elective path/specialty -	Subject offered in: Polish	Course (compulsory, elective) obligatory
Cycle of study: First-cycle studies	Form of study (full-time, part-time) part-time	
No. of hours Lecture: 4 Classes: - Laboratory: - Project/seminars: -		No. of credits 1
Status of the course in the study program (Basic, major, other) other		(university-wide, from another field) university-wide
Education areas and fields of science and art technical sciences Technical sciences		ECTS distribution (number and %) 1 100% 1 100%
Responsible for subject / lecturer: dr inż. Joanna Kalkowska email: joanna.kalkowska@put.poznan.pl tel. 61 665 33 72 Faculty of Engineering Management Strzelecka 11		
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	No knowledge required
2	Skills	Student has skills of noticing, associating and interpreting events in social relations
3	Social competencies	Student understands and is ready to take social responsibility for decisions in the area of management
Assumptions and objectives of the course: -Teaching a system of basic principles for description of management process and models, methods and principles explaining basic aspects of management events		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. Has Basic knowledge about management science and its correlation with context science - [-K1_W04]		
2. Has knowledge about leadership and management, management functions and leadership styles - [-K1_W04]		
3. Has knowledge about informative-decision management process and models of taking managerial decisions - [-K1_W04]		
4. Has general knowledge about past and modern management methods - [-K1_W04]		
Skills:		
1. can correctly interpret events in organization from the point of view of boss and subordinates(taking into account management functions and leadership styles - [-K1_U05]		
2. can interpret and identify application of different management methods - [-K1_U05]		
Social competencies:		
1. is aware of managers role and responsibility (organizational, economic and social) and managerial staff in the functioning of organization - [-K1_K01, K1_K02]		
Assessment methods of study outcomes		
-Students activity during lectures; -Test		

Course description		
-Management its principles and meaning. Organization in the environment as the management object. Elements of organization- people, technology, processes. Power. Management structure. The aims and functions of management. Organizational structure- conditions and directions of progress. Management as a decision-information process. Management methods. The essence of leadership, the elements of leadership, the leadership roles and styles, skills of leadership.		
Basic bibliography:		
1. R.W. Griffin, Podstawy zarządzania organizacjami, PWE, W-wa, 2010		
2. A.K. Koźmiński, W. Piotrowski (red). Zarządzanie. Teoria i praktyka, PWE, W-wa, 2006		
Additional bibliography:		
1. J.A.F. Stoner, C. Wankel, Kierowanie, PWE, W-wa, 2007		
Result of average student's workload		
Activity	Time (working hours)	
1. Lectures	15	
2. Preparation for lectures	4	
3. Preparation for test	5	
4. Test	1	
Student's workload		
Source of workload	hours	ECTS
Total workload	25	1
Contact hours	15	1
Practical activities	0	0