

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Basics of Management</b>		Code <b>1011104311011160180</b>
Field of study <b>Management - Part-time studies - First-cycle</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>1 / 1</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>obligatory</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: <b>30</b> Classes: <b>30</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>5</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art <b>social sciences</b> <b>Economics</b>		ECTS distribution (number and %) <b>100 5%</b> <b>100 5%</b>
<b>Responsible for subject / lecturer:</b> dr hab. inż. Stefan Trzcielński email: stefan.trzcielinski@put.poznan.pl tel. 616653372 Wydział Inżynierii Zarządzania ul. Strzelecka 11 60-965 Poznań		<b>Responsible for subject / lecturer:</b> dr Liliana Szczuka-Dorna email: liliana.szczuka-dorna@put.poznan.pl tel. 616652491 Centrum Języków i Komunikacji ul. Piotrowo 3a 60-965 Poznań
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	No knowledge required
2	<b>Skills</b>	Student has skills of noticing, associating and interpreting events in social relations
3	<b>Social competencies</b>	Student understands and is ready to take social responsibility for decisions in the area of management
<b>Assumptions and objectives of the course:</b> -Teaching a system of basic principles for description of management process and models, methods and principles explaining basic aspects of management events.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. Has Basic knowledge about management science and its correlation with context science - [K1A_W01] 2. Has knowledge about leadership and management, management functions and leadership styles - [K1A_W02] 3. Has knowledge about informative-decision management process and models of taking managerial decisions - [K1A_W03] 4. Has knowledge about the principle and types of organizational structures, conditions and directions of evolution of organisational structures - [K1A_W04] 5. Has general knowledge about cultural and international management backgrounds - [K1A_W05] 6. Has general knowledge about past and modern management methods - [K1A_W06]		
<b>Skills:</b>		
1. can correctly interpret events in organization from the point of view of boss and subordinates( taking into account management functions and leadership styles - [K1A_U01] 2. can interpret and identify application of different management methods - [K1A_U02] 3. can identify and analyze organizational structures ; can evaluate its choice according to internal and external organizational conditions - [-] 4. understands and can explain the influence of international context onto organizational process - [-]		
<b>Social competencies:</b>		
1. is aware of manager?s role and responsibility (organizational, economic and social) and managerial staff in the functioning of organization - [K1A_K05]		

<b>Assessment methods of study outcomes</b>		
- Students? activity during lectures; - Written Project on selected topic from lectures.		
<b>Course description</b>		
-Management ?its principles and meaning. Organization in the environment as the management object. Elements of organization- people, technology, processes. Power. Information and communication in management. Management structure. The aims and functions of management. Organizational structure- conditions and directions of progress. Management as a decision-information process. Management methods. Evaluation criteria of activity efficiency. The essence of leadership, the elements of leadership, the leadership roles and styles, skills of leadership. Ethical and cultural management context. Management in the context of change. Management in the context of globalization.		
<b>Basic bibliography:</b>		
1. R.W. Griffin, Management. Principles and Practices. South Western Cengage Learning , 2011		
<b>Additional bibliography:</b>		
1. English Magazine: Poland Monthly, Times and Newsweek		
<b>Result of average student's workload</b>		
<b>Activity</b>	<b>Time (working hours)</b>	
1. lecture	30	
2. exercises	30	
3. exam	3	
4. tutorial	6	
5. preparation to exercises	30	
6. preparation to exam	30	
7. discussing exam results	2	
<b>Student's workload</b>		
<b>Source of workload</b>	<b>hours</b>	<b>ECTS</b>
Total workload	125	5
Contact hours	71	3
Practical activities	66	2