

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Financial Accounting</b>		Code <b>1011101241011143577</b>
Field of study <b>Engineering Management - Full-time studies -</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>2 / 4</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>full-time</b>	
No. of hours Lecture: <b>15</b> Classes: <b>-</b> Laboratory: <b>30</b> Project/seminars: <b>-</b>		No. of credits <b>4</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> <b>technical sciences</b> <b>Technical sciences</b>		ECTS distribution (number and %) <b>3 75%</b> <b>3 75%</b> <b>1 25%</b> <b>1 25%</b>
<b>Responsible for subject / lecturer:</b> dr inż. Karolina Bondarowska email: karolina.bondarowska@put.poznan.pl tel. 61 665-34-03 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		<b>Responsible for subject / lecturer:</b> mgr inż. Krzysztof Jakubiak email: krzysztof.jakubiak@put.poznan.pl tel. 61 665-34-03 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	The student has knowledge of the basics of management - know the concepts related to management, organizational culture, delegation of responsibility, etc ..
2	<b>Skills</b>	The student understands and is able to analyze the processes taking place in the relations between people in the organization.
3	<b>Social competencies</b>	The student is aware of the importance of the human factor in the organizational results context of the results of qualitative and quantitative organization.
<b>Assumptions and objectives of the course:</b> -The aim is to get students to know the problems of Human Resource Management, especially related to the position of the head (and leadership) team.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. The student has the knowledge of the recruitment and selection process; knows the basic tools of tangible and intangible motivational system and practical methods of assessment staff - [K1A_W06] - [K1A_W06]		
2. The student has knowledge of the effects of management, delegation of responsibility and making decisions participation processes in the organization - [K1A_W08, K1W_15]		
3. The student knows the methods for staff skills developing and how to optimize the communication process between members of the organization - [K1A_W11]		
4. The Student has knowledge of organizational standards of Human Resources Management - [K1A_W16]		
5. The student has knowledge about the historical aspects of the process of Human Resource Management - [K1A_W18]		
<b>Skills:</b>		

<p>1. The student is able to prepare the staff selection process, to assess the functioning of the organization system, know, how to motivate employees, and how to prepare a appropriate of an assessing employees questionnaire - [K1_U01, K1_U02, K1A_U8]</p> <p>2. The student uses acquired knowledge to resolve problems arising in the field of Human Resource Management - [K1A_U06]</p> <p>3. The student is able to arrange business meeting, prepare a report, presentation and deliver the speech. - [K1_U10, K1A_U11]</p>
<p><b>Social competencies:</b></p> <p>1. The student is aware of the relation between staff selection and staff motivation process and is able to assess the quality of work in the organization - [K1_K05]</p> <p>2. The student understands and recognizes the need for powers delegation - [K1_K02, K1_K03]</p> <p>3. The student is aware of the rank of the value of information in the organization understands the need for permanent optimization and improvement in this area - [K1_K01]</p>

<b>Assessment methods of study outcomes</b>		
<p>Lecture completed a written test.</p> <p>Exercises completed an evaluation of the presentation and the scientific description - the preparation and presentation of selected topic from the list - for approx. 15 min, the description of approx. 20 pp. (Individually or in pairs). Discussions of presented topics</p>		
<b>Course description</b>		
<p>-1. Object, conditions, meaning and evolution of Human Resources Management.</p> <p>2. Recruitment and selection process (the point of view of the employer and the applicant).</p> <p>3. The forms of employment.</p> <p>4. Basic theories and tools to motivate.</p> <p>5. Mechanisms of impact management.</p> <p>6. Situation management concepts.</p> <p>7. The leader and manager - similarities and differences (competencies, skills, sources of power).</p> <p>8. The pyramid of knowledge and power.</p> <p>9. Training of managers and executive staff (including coaching and mentoring).</p> <p>10. The communication process in the organization (models, forms, optimization).</p> <p>11. Conflicts in the organization.</p> <p>12. Pathologies in the work environment and coping with them.</p> <p>13. Pros and cons of teamwork.</p> <p>14. Corporate Social Responsibility in the sphere of employment.</p>		
<p><b>Basic bibliography:</b></p> <p>1. Elementy rachunkowości dla menedżerów, Władysław Mantura, Wyd. Politechniki Poznańskiej, Poznań 2004</p> <p>2. Dyduch Alina, Sierpińska Maria, Wilimowska Zofia, Finanse i rachunkowość, PWE, Warszawa 2013</p> <p>3. Kziukiewicz Teresa, Sawicki Kazimierz, Rachunkowość małych przedsiębiorstw, PWE, Warszawa 2012</p>		
<p><b>Additional bibliography:</b></p> <p>1. Bień W., Finanse - Servis, Warszawa 2002/Czytanie bilansu przedsiębiorstwa, Bień W., Difin, Warszawa 2010</p>		
<b>Result of average student's workload</b>		
Activity	Time (working hours)	
1. Lecture	15	
2. Exercises	30	
3. Prepration for the credit	45	
4. Exam	4	
5. Preparation for the lectures and classes	25	
<b>Student's workload</b>		
Source of workload	hours	ECTS
Total workload	119	4
Contact hours	49	2

Practical activities	45	2
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