

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Basics of Management</b>		Code <b>1011104311011160180</b>
Field of study <b>Logistics - Part-time studies - First-cycle</b>	Profile of study (general academic, practical) <b>general academic</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>14</b> Classes: <b>16</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>4</b>
Status of the course in the study program (Basic, major, other) <b>other</b>		(university-wide, from another field) <b>university-wide</b>
Education areas and fields of science and art <b>technical sciences</b> <b>Technical sciences</b>		ECTS distribution (number and %) <b>4 100%</b> <b>4 100%</b>
<b>Responsible for subject / lecturer:</b> dr inż. Edmund Pawłowski email: edmund.pawlowski@put.poznan.pl tel. 616653372 Wydział Inżynierii Zarządzania ul. Strzelecka 11 60-965 Poznań		<b>Responsible for subject / lecturer:</b> Daria Motala email: daria.motala@put.poznan.pl tel. 616653387 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>	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>		
<p>Forming rating:            a) in the scope of exercises: on the basis of the assessment of the current progress of task implementation b) in the field of lectures: based on the answers to questions about the material discussed in previous lectures,            Summary rating:            a) in the scope of exercises on the basis of: (1) public presentation of the discussion held after the presentation indicated by the teacher (2); (3) the form and quality of the materials prepared,            b) in the field of lectures: (1) exam in the form of a test of choice, with responses of which at least one is correct; each question is scored on a scale from 0 to 1; the exam is passed after obtaining at least 55% of points. You can take the exam after completing the exercises, (2) discuss the results of the exam</p>		
<b>Course description</b>		
<p>-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. Dimensions of organizational structure). Management methods (classic and contemporary). 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.</p> <p>Teaching methods: monographic lecture, case studies, seminars, lectures on exercises</p>		
<b>Basic bibliography:</b>		
<p>1. R.W. Griffin, Podstawy zarządzania organizacjami, PWE, W-wa, 2012            2. A.K. Koźmiński, W. Piotrowski (red). Zarządzanie. Teoria i praktyka, PWE, W-wa, 2010</p>		
<b>Additional bibliography:</b>		
<p>1. J.A.F. Stoner, C. Wankel, Kierowanie, PWE, W-wa, 2007</p>		
<b>Result of average student's workload</b>		
Activity	Time (working hours)	
1. lecture	14	
2. exercises	16	
3. consultation	6	
4. preparation to exercises	30	
5. preparation to exam	24	
6. exam	3	
7. discussion of the results of the exam	2	
<b>Student's workload</b>		
Source of workload	hours	ECTS
Total workload	95	4
Contact hours	41	2
Practical activities	16	1