

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Fundamentals of management		Code 1010341771011169403
Field of study Mathematics in Technology	Profile of study (general academic, practical) general academic	Year /Semester 4 / 7
Elective path/specialty -	Subject offered in: Polish	Course (compulsory, elective) elective
Cycle of study: First-cycle studies (Polish Qualifications Framework level six)	Form of study (full-time, part-time) full-time	
No. of hours Lecture: 15 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 3372 Faculty of Engineering Management Strzelecka 11, 60-965 Poznań		
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	General knowledge of organization and management [K_W12 (P6S_WK)]
2	Skills	The student has skills of noticing, associating and interpreting occurrences in social relations [K_U10 (P6S_UW)]
3	Social competencies	The student understands and is prepared for bearing the social responsibility of making decisions in the area of management [K_K03 (P6S_KO)]
Assumptions and objectives of the course: Acquainting students with the basic concepts being used for a description of the process of management, methods and principles explaining essential aspects of the phenomenon of the management.		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. Has a basic knowledge essential to understand social, economic, legal and other non-technical conditions of engineering activity. - [K_W12 (P6S_WK)]		
2. Has a general knowledge about cultural and international conditions of management. - [K_W12 (P6S_WK)]		
3. Has a basic knowledge concerning managing and creating, running and the development of business. - [K_W14 (P6S_WK)]		
4. Has a knowledge about the models and information and decision-making processes. - [K_W14 (P6S_WK)]		
5. Has a basic knowledge about the leadership and managing, managements functions, and management styles of control. - [K_W14 (P6S_WK)]		
6. Has a knowledge about using mathematical tools in solving problems in management - [K_W01 (P6S_WG)]		
Skills:		
1. Is able to interpret phenomena in the organization from the point of view of the manager and managee (taking into account managements functions and the management style of control). - [K_U8 (P6S_UW)]		
2. Is able to assess the usefulness of applying various methods of the organization and management. - [K_U10 (P6S_UW)]		
3. Is able to work individually and in the team, can estimate a needed time for the accomplishment of the assigned task, is able to draw up and to carry out the schedule meeting the deadline. - [K_U14 (P6S_UO)]		
4. Has abilities of the self-education raising his professional and social competences. - [K_U15 (P6S_UU)]		

Social competencies:
1. Knows the limitations of the own knowledge and understands the need of the further education. - [K_K01 (P6S_KK)]
2. Is able to think and to act in the enterprising way, is able to work as a team. - [K_K03 (P6S_KO)]
3. Is conscious of the role and the responsibility (organizational, economic and social) of human resources in functioning of the organization. - [K_K03 (P6S_KO)]

Assessment methods of study outcomes
-Forming evaluation: a) lectures: based on the answer to questions concerning material discussed at previous lectures, Recapitulating evaluation: a) lectures: (1) ranking a multiple-choice test, with replies amongst which at least one is correct; every question is being in the scale from 0 to 1; the object is ranked after getting at least 55% of points, (2) discussing test results

Course description
-Management - its meaning. Organization in surrounding the management as the object. Elements of the organization - people, technologies, processes. Information and communication in the management. Managing as the decision-making process. The structure, goals and managements functions. Management methods. Evaluation criteria of the efficiency of action. The essence of the steering work, elements of the management, roles and managerial abilities, management styles of control. Ethical and cultural context of the management. Management in the context of changes. Management in the conditions of the globalization. Update: 10.2018

Basic bibliography:
1. Griffin R.W., Podstawy zarządzania organizacjami, PWE, Warszawa, 2012
2. Stabryła A., Podstawy organizacji i zarządzania. Wybrane problemy i przykłady praktyczne, Wydawnictwo Uniwersytetu Ekonomicznego, Kraków, 2013

Additional bibliography:
1. Grudzewski W.M., Hejduk I., Metody projektowania systemów zarządzania, Difin, Warszawa, 2004

Result of average student's workload

Activity	Time (working hours)
1. Participation in lectures	15
2. Participation in consulting hours	5
3. Preparing for lectures	2
4. Preparing for test	4
5. Test	2
6. Explanation of test results	2

Student's workload		
Source of workload	hours	ECTS
Total workload	30	1
Contact hours	24	1
Practical activities	6	0