

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Foundations of Organization and Management</b>		Code <b>1010534181011161259</b>
Field of study <b>Automatic Control and Robotics</b>	Profile of study (general academic, practical) <b>general academic</b>	Year /Semester <b>4 / 8</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</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>16</b> Classes: <b>-</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>3</b>
Status of the course in the study program (Basic, major, other) <b>basic</b>		(university-wide, from another field) <b>university-wide</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b>		
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<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	The student should know basic concepts in economics and managements. He has also a general knowledge about the entrepreneurship and functioning of companies in the market economy.
2	<b>Skills</b>	Apart from that the student is possessing skills of noticing, associating and interpreting occurrences in enterprises and the economy and he understands and is prepared for bearing the social responsibility for the decisions made in the area of managing the small-sized enterprise.
3	<b>Social competencies</b>	Moreover in social competence the student must present such attitudes as honesty, responsibility, perseverance, cognitive curiosity, creativity, propriety, respect for other people.
<b>Assumptions and objectives of the course:</b>		
1. Acquainting students with the specificity of creating small & medium enterprises. 2. Paying attention to issues of the small company management, particularly in conditions of the dynamic growth of innovative companies 3. Acquainting students with the methodology of creating business models and writing the business plan 4. Presenting basic source of finances of companies and tax issues referring in particular to smaller companies		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. he has the basic knowledge concerning the management, quality management and the conducting business activities; - [K_W25] 2. he knows general rules of creating both development of forms of the individual entrepreneurship, using the knowledge in automation and robotics; - [K_W27] 3. he has a basic knowledge essential to understand non-technical of conditions of engineering activity and the process of the automation and the robotization in the industry and the household; knows fundamentals of the health and safety at work being applicable in an industry; - [K_W24]		
<b>Skills:</b>		
1. is able to notice automations and robotics their non-technical aspects as environmental, economic and legal at formulating and solving embracing problems planning the negotiations - [K_U16] 2. he is able to make the economical analysis of taken engineering activities; the student knows economic methods of economic projects assessments - [K_U20]		
<b>Social competencies:</b>		

1. he is aware about importances and understands non-technical aspects and effects of engineering activity including environmental impact and responsibility associated with the undertaken decisions; - [K\_K2]  
2. he is able to think and to act in the creative and enterprising way - [K\_K6]

### 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

1. The notion and criteria of separating small and medium enterprises.

Criteria of separating smaller companies

Definition of the small and medium-sized business sector and its practical application

Causes of the development of smaller companies in the last decades

The small and medium-sized business sector but the social-economic growth

2. Barriers of the entrepreneurship development.

Types of barriers

Value engineering of different indexes describing barriers in different economies

Importance of barriers in opinions of entrepreneurs

3. Importance of the management functions in managing the smaller company

Description of basic managements functions

Human capital in the smaller company and ways of the motivation of employees

Management styles of control

4. Strategic choices in the smaller company.

Decision-making areas, in which one should make strategic choices

Features of companies supporting the study and the implementation of a strategy

Features of the smaller company being a barrier in drawing up and implementing of strategy

5. Planning activity.

Methodology of building the business model according to Osterwalder

The risk of activity as the most often omitted element of the business plan

Organizational-legal forms of running a business but organizational, tax and financial effects

6. registration of the smaller company

Stages of the registration of the enterprise

Registration costs of the company

7. Basic of finances in the smaller company

Aims of the conducting business activities

Discounted cash flow

Financial statements

Cash flows

Methods of economic assessments of the projects (NPV, IRR)

8. Sources of the corporate finance

Cost of capital

Financing the enterprise with equity

Bank loan

Leasing

The merchant credit and the accounts receivable management

9. Taxes in smaller companies

Types of taxes influencing functioning of smaller companies

Income taxes

Value added tax Other influencing taxes on functioning of smaller companies		
Teaching methods: 1. lecture: multimedia presentation, illustrated presentation with examples, case studies		
<b>Basic bibliography:</b> 1. B. Piasecki, <i>Ekonomika i zarządzanie małą firmą</i> , PWN, Łódź 2001. 2. K. Safin, <i>Zarządzanie małym i średnim przedsiębiorstwem</i> , Wydawnictwo AE we Wrocławiu, Wrocław 2012. 3. A. Osterwalder, Y. Pigneur, <i>Tworzenie modeli biznesowych. Podręcznik wizjonera</i> , OnePress, Warszawa 2012. 4. J. Pasieczny, <i>Biznesplan ? skuteczne narzędzie pracy przedsiębiorcy</i> , PWE 2007 5. T. Łuczka, <i>Małe i średnie przedsiębiorstwa ? szkice o współczesnej przedsiębiorczości</i> , Wydawnictwo Politechniki Poznańskiej, Poznań 2007.		
<b>Additional bibliography:</b> 1. A. Rutkowski, <i>Zarządzanie finansami</i> , PWE 2006, 2. T. Łuczka, <i>Kapitał obcy w małym i średnim przedsiębiorstwie ? wybrane aspekty makro i mikroekonomiczne</i> , PWN, Poznań 2001.		
<b>Result of average student's workload</b>		
<b>Activity</b>	<b>Time (working hours)</b>	
1. Participating in lectures	16	
2. Own study	25	
3. Participation in consulting hours	2	
4. Preparing for test	22	
5. Discussion on test results	1	
<b>Student's workload</b>		
<b>Source of workload</b>	<b>hours</b>	<b>ECTS</b>
Total workload	70	3
Contact hours	20	1
Practical activities	25	1