

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Financial Accounting</b>		Code <b>1011101241011103577</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		ECTS distribution (number and %)
<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>		
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]		
2. The student uses acquired knowledge to resolve problems arising in the field of Human Resource Management - [K1A_U06]		
3. The student is able to arrange business meeting, prepare a report, presentation and deliver the speech. - [K1_U10, K1A_U11]		
<b>Social competencies:</b>		

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]
2. The student understands and recognizes the need for powers delegation - [K1\_K02, K1\_K03]
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]

### Assessment methods of study outcomes

Lecture completed a written test.

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

### Course description

- 1. Object, conditions, meaning and evolution of Human Resources Management.
2. Recruitment and selection process (the point of view of the employer and the applicant).
3. The forms of employment.
4. Basic theories and tools to motivate.
5. Mechanisms of impact management.
6. Situation management concepts.
7. The leader and manager - similarities and differences (competencies, skills, sources of power).
8. The pyramid of knowledge and power.
9. Training of managers and executive staff (including coaching and mentoring).
10. The communication process in the organization (models, forms, optimization).
11. Conflicts in the organization.
12. Pathologies in the work environment and coping with them.
13. Pros and cons of teamwork.
14. Corporate Social Responsibility in the sphere of employment.

#### Basic bibliography:

1. Elementy rachunkowości dla menedżerów, Władysław Mantura, Wyd. Politechniki Poznańskiej, Poznań 2004
2. Dyduch Alina, Sierpińska Maria, Wilimowska Zofia, Finanse i rachunkowość, PWE, Warszawa 2013
3. Kiziukiewicz Teresa, Sawicki Kazimierz, Rachunkowość małych przedsiębiorstw, PWE, Warszawa 2012

#### Additional bibliography:

1. Bień W., Finanse - Servis, Warszawa 2002/Czytanie bilansu przedsiębiorstwa, Bień W., Difin, Warszawa 2010

### Result of average student's workload

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
Student's workload	
Source of workload	hours
Total workload	119
Contact hours	49
Practical activities	45
	ECTS
Total workload	4
Contact hours	2
Practical activities	2