



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Foundation of management [N1ZiIP1>PZ]

Course

Field of study

Management and Production Engineering

Year/Semester

1/2

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

part-time

Requirements

compulsory

Number of hours

Lecture

20

Laboratory classes

0

Other (e.g. online)

0

Tutorials

10

Projects/seminars

0

Number of credit points

4,00

Coordinators

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Lecturers

Prerequisites

The student has knowledge of the basics of entrepreneurship; ability to associate facts, logical thinking and the use of e-resources; understanding the need for learning and acquiring new knowledge.

Course objective

The aim of the course is to prepare the Student to perform managerial functions and process management in a production company.

Course-related learning outcomes

Knowledge:

The student has knowledge of the development of organization and management science.

The student knows a wide spectrum of management methods and techniques.

The student describes the organization (production company) as a system functioning in the changing conditions of the market environment, managed in a process.

Skills:

The student is able to choose and correctly apply management methods, adequate to the situation and

the organizational problem.

The student is able to work with a team of employees, motivating them to act effectively.

Social competences:

The student is aware of the responsibility for the management decisions made and the effects of the actions taken as a result.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

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Lecture: Multiple choice test result.

Exercises: The final grade is the average of partial grades obtained during the thematic exercises.

Programme content

Lecture:

The concept of organization, organization as a system, organization development. The essence of management, organizational resources, efficiency and effectiveness of processes, resource management. Organization goals. Mission, vision and company strategy, organizational levels. Management functions (planning, organizing, controlling, leading). Process approach in management, classifications of processes in an enterprise. Management processes; management system and managed system; information and decision-making processes and executive processes. Management ranges (subjective, process, resource). Organizational structures, division of organizational structures. Basics of designing organizational structures. Management methods and techniques. Management and leadership processes in the organization. Manager roles and tasks. Management styles. Techniques for employee motivation and managerial control. Basics of organizing work in teams.

Exercises:

Management theorists and practitioners. Developing a sample vision and mission of the company. Planning at the operational level (schedule). Types of organizational structures. Designing organizational structures. Techniques for motivating employees. Managerial control and process control.

Course topics

none

Teaching methods

Lecture; active participation in classes; consultations.

Bibliography

Basic

Ewa Masłyk – Musiał, Anna Rakowska, Elżbieta Krajewska – Bińczyk: Zarządzanie dla inżynierów. Polskie Wydawnictwo Ekonomiczne, Warszawa 2012

Additional

Koźmiński Andrzej K., Piotrowski Włodzimierz: Zarządzanie. Teoria i praktyka. Wydawnictwo Naukowe PWN, Warszawa 2013

Griffin Ricky W.: Podstawy zarządzania organizacjami. Wydawnictwo Naukowe PWN, Warszawa 2010

Breakdown of average student's workload

	Hours	ECTS
Total workload	100	4,00
Classes requiring direct contact with the teacher	40	1,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	60	2,50