#### card of course

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| Subject name | Foundations of management |

1. The placement of the subject in the study system

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| 1.1. Field of study | Management |
| 1.2. Form and path of study | Full-time/Part-time |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | - |
| 1.6. Subject Coordinator | Dr Bartosz Sobotka |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Directional/Practical |
| 2.2. Number of ECTS | 4 |
| 2.3. Language of lectures | Polish |
| 2.4. Semesters in which the subject is taught | I |
| 2.5.Criteria for selecting course participants | - |

1. Learning outcomes and course delivery
   1. Subject Objectives

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| No. | Subject Objectives |
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| C1 | Learning the principles of organized action – management. Understanding the functions of management: motivation, leadership, control and their mutual relations, |
| C2 | Familiarization with the methods and possibilities offered by scientific management |
| C3 | Presentation of some methods for preparing business ventures |
| C4 | Acquiring the ability to prepare and present a business plan that includes, among others, the legal form, organizational structure diagrams, necessary resources, product offering, competition analysis and marketing strategy |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| No. | Description of subject  learning outcomes | Reference to  directional effects  learning (symbols) | Method of implementation (mark "X") | | | |
| ST | | NST | |
| Classes at the University | Activities on  the platform | Classes at the University | Activities on  the platform |
| After passing the course, the student knows and understands **the knowledge** | | | | | | |
| W1 | Knows and understands the essence of the management process and defines concepts used in management science. | Z1\_W01  Z1\_W02 | X |  |  | X |
| W2 | Knows and understands contemporary management theories and their impact on the socio-economic environment | X |  |  | X |
| W3 | Knows and understands the tasks facing managers, is aware of the role he plays for the organization | X |  |  | X |
| W4 | Understands what leadership is in an organization and distinguishes between management styles | X |  |  | X |
| W5 | Knows and understands the functions of management, such as motivation, leadership, control and the interrelationships between them | X |  |  | X |
| After passing the course, the student is **able** to: | | | | | | |
| U1 | Interpret, describe and analyze processes occurring in the management area | Z1\_U01  Z1\_U02  Z1\_U11  Z1\_U17 | X |  | X |  |
| U2 | Is able to prepare a business plan that includes, among others, the legal form, organizational structure diagrams, necessary resources, product offer, competition analysis and marketing strategy | X |  | X |  |
| U3 | Is able to present the results of his/her work in the preparation of a project concerning the company's operations and argue for the solutions adopted in it | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** | | | | | | |
| K1 | Thinking and acting in an entrepreneurial and creative manner when preparing a business action plan | Z1\_K02 | X |  | X |  |
| K2 | Teamwork, communication skills in order to prepare and present a small project project | X |  | X |  |

3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)

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| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of a lecture | Other | **ECTS points** |
| **ST** | 20 | 20 |  |  |  |  |  |  |  | 4 |
| **NST** |  | 10 |  |  |  |  |  | 10 |  | 4 |

3.4 . Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: LECTURE

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") | | | |
| ST | | NST | |
| **Classes at the University** | **Activities on  the platform** | **Classes at the University** | **Activities on  the platform** |
| 1. | Management – the essence of the process, basic concepts | W1, W5 | X |  |  | X |
| 2. | Management Science – Evolution | W1 | X |  |  | X |
| 3. | Contemporary management theories | W2 | X |  |  | X |
| 4. | Manager - role and competences | W3, W5 | X |  |  | X |
| 5. | Business strategies | W4, W5 | X |  |  | X |
| 6. | Decision making | W3, W5 | X |  |  | X |
| 7. | Basics of employee motivation | W3, W5 | X |  |  | X |
| 8. | Leadership and management styles | W4, W5 | X |  |  | X |
| 9. | Summary of classes and discussion of grades. |  | X |  |  | X |

TYPE OF CLASSES: EXERCISES

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") | | | |
| ST | | NST | |
| **Classes at the University** | **Activities on  the platform** | **Classes at the University** | **Activities on  the platform** |
| 1. | Discussion of project classes, presentation of project assumptions, determination of the schedule of its implementation. Indication of detailed task for the next classes | U1, U2, U3 | X |  | X |  |
| 2. | Presentation of the division into teams and the detailed subject matter of each team's project - organizational and legal form, product, location | U1, U2, U3 | X |  | X |  |
| 3. | Presentation of project details in the section on competitors, suppliers and customers | U1, U2, U3, K1, K2 | X |  | X |  |
| 4. | Presentation of project details in the organization and investment part of the project | U1, U2, U3, K1, K2 | X |  | X |  |
| 5. | Presentation of project details in the marketing and advertising part of the project | U1, U2, U3, K1, K2 | X |  | X |  |
| 6. | Presentation of project details in the section on employment and motivation system | U1, U2, U3, K1, K2 | X |  | X |  |
| 7. | Presentation of project details in the financial part of the project (costs and revenues) | U1, U2, U3, K1, K2 | X |  | X |  |
| 8. | Presentation of project details in the section on the financial result of the activity and threats to the project | U1, U2, U3, K1, K2 | X |  | X |  |
| 9. | Summary of classes and discussion of grades |  | X |  | X |  |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

Methods of verifying achievement of learning outcomes:

Lecture: an examination of the knowledge acquired during the lecture in the form of a test

Exercises: as part of design exercises – preparation and presentation of a project containing the legal form and capital structure, products of a given undertaking, location, investment plan – provide the necessary buildings, equipment, machines, vehicles, etc., a short description of the technology (diagram of premises and production line), organizational structure diagram, employment and brief scope of activities for positions, specifying to whom the product offer is addressed, specifying the competition in general and in the immediate environment, data needed to determine the costs of operating the undertaking and specifying these costs, specifying the level of revenues specifying the product, production volume, product price, calculating the operating result in each quarter and annually, specifying the risks to the undertaking.

Guidelines for execution:

Project carried out by 1 person, project subject – production plant, employment level 10 – 30 people, one-year budget – 4 quarters, legal form of the enterprise – limited liability company, location – town and street in Poland, ownership of land and buildings, own investment capital (without credits, loans, leasing, grants, subsidies).

Guidelines for submitting a project for review: for final review, the material must be sent in electronic form via the e-learning platform, inserting tasks into the activity, the material must be made in Power Point, but saved in PDF format, the material begins with a title page containing data according to the template from the lecturer tab on the PUW University website, the project slides must be numbered sequentially, the material for final review must be sent no later than specified in the list of classes.

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| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE | | | |
| W1-W5 | Lecture with the use of multimedia | Test-based exam | Graded exam |
| SKILLS | | | |
| U1-U3 | Project work, project analysis | Project preparation (described above) | Rated project |
| SOCIAL COMPETENCES | | | |
| K1-K2 | Project work, project analysis | Project preparation (described above) | Rated project |

3.6 . Assessment criteria for the achieved learning outcomes

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| Learning effect | For a grade of 3 or "pass."  the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| W | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| U | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

**Basic:**

1. Griffin Ricky W., Fundamentals of management, CENGAGE Learning, Boston 2016
2. Żurkowska Beata (red.), Management: new challenges, Politechnika Lubelska, Lublin 2012
3. Griffin R.W., Podstawy zarządzania organizacjami, Wydawnictwo Naukowe PWN, Warszawa, 2022

**Supplementary:**

1. Dołhasz Magdalena Władysława (red.) Contemporary dilemmas of management, Krakowskie Towarzystwo Edukacyine, Kraków 2012.
2. Podstawy zarządzania: nowoczesne zarządzanie /  red. nauk. Katarzyna Łukasiewicz, Piotr Pietrzak. Wyd. 1, dodruk Warszawa : CeDeWu, 2024.
3. Schermerhorn, John R.: Zarządzanie: kluczowe koncepcje, Warszawa, Polskie Wydawnictwo Ekonomiczne, 2008,

4. Student workload - ECTS points balance

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| --- | --- | --- |
| **Types of student activity** | **Student Load** | |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **40** | **20** |
| Classes included in the study plan | 40 | 20 |
| **Student's own work** | **60** | **80** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 30 | 40 |
| Preparation for passing classes | 30 | 40 |
| **TOTAL STUDENT HOURLY LOAD** | **100** | **100** |
| **Number of ECTS points** | **4** | **4** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |