

FACULTY OF ELECTRICAL  
ENGINEERING**SUBJECT CARD**

Name in Polish: **Podstawy Zarządzania**  
 Name in English: **Fundamentals of Management**  
 Main field of study (if applicable): **Electrical Engineering**  
 Specialization (if applicable): **Control in Electrical Power Engineering**  
 Level and form of studies: **2nd level, full-time**  
 Kind of subject: **optional / university-wide**  
 Subject code: **ZMZ001499**  
 Group of courses: **NO**

|  | Lecture              | Classes | Laboratory | Project | Seminar |
|--|----------------------|---------|------------|---------|---------|
| Number of hours of organized classes in University (ZZU):                        | 15                   |         |            |         |         |
| Number of hours of total student workload (CNPS):                                | 60                   |         |            |         |         |
| Form of crediting:   | crediting with grade |         |            |         |         |
| For group of courses mark (X) final course:                                      |                      |         |            |         |         |
| Number of ECTS points:   | 2                    |         |            |         |         |
| including number of ECTS points for practical (P) classes :                      |                      |         |            |         |         |
| including number of ECTS points for direct teacher-student contact (BK) classes: | 1.40                 |         |            |         |         |

**PREREQUISITES RELATING TO KNOWLEDGE, SKILLS AND OTHER COMPETENCES**

- Has a basic knowledge about management processes, functions, principles and tools and identifies the basic management issues.

**SUBJECT OBJECTIVES**

- C1. To ensure fundamental knowledge (including application aspects) about: setting up the business  
 C2. To ensure fundamental knowledge (including application aspects) about: organization as a system  
 C3. To ensure fundamental knowledge (including application aspects) about: organizational development dynamics and characteristics of the organization in various development phases  
 C4. To ensure fundamental knowledge (including application aspects) about: change and project management

**SUBJECT EDUCATIONAL EFFECTS***relating to knowledge:*

- PEK\_W01 Has a basic knowledge about setting up and running the business.  
 PEK\_W02 Has a basic knowledge about managing organization as a system.  
 PEK\_W03 Has a basic knowledge about introducing changes in organizations

*relating to skills:**relating to social competences:*

- PEK\_K01 aware how important is the cooperation in completing complex tasks.

**PROGRAMME CONTENT**

| Form of classes - lecture |  | Number of hours: |
|---------------------------|--|------------------|
| Lec 1                     | Scope of lecture, conditions of crediting and literature Introduction: challenges of contemporary management | 2                |
| Lec 2                     | How to set up the business? The essence of entrepreneurship.   | 2                |
| Lec 3                     | Organization as a system of functions, processes and operations.   | 2                |
| Lec 4                     | Managing organizational environment.   | 2                |
| Lec 5                     | Organizational transformations: birth, growth, decline, and death. Change management                         | 2                |
| Lec 6                     | Project management   | 2                |
| Lec 7                     | Effective teams building   | 2                |
| Lec 8                     | Final assessment   | 1                |
| Total hours:              |  | <b>15</b>        |

### TEACHING TOOLS USED

- N1. Traditional lecture with multimedia presentations  
 N2. Case studies presented during lecture  
 N3. Self-study: final assessment preparation

### EVALUATION OF SUBJECT EDUCATIONAL EFFECTS ACHIEVEMENT

| <b>Evaluation</b><br><i>F – forming (during semester)</i><br><i>P – concluding (at semester end)</i> | <b>Educational effect number</b> | <b>Way of evaluating educational effect achievement</b> |
|--|----------------------------------|---|
| F1(w)  | PEK_W01<br>PEK_W02<br>PEK_W03    | Final assessment  |
| F2(w)  | PEK_K01                          | Scoring students' involvement during lecture            |
| P(w)   | P=F1                             |   |

### PRIMARY AND SECONDARY LITERATURE

#### **PRIMARY LITERATURE:**

- [1] McKee A.: Management: a focus on leaders, Pearson, Boston 2012.

#### **SECONDARY LITERATURE:**

- [1] Griffin R.W.: Management, Houghton Mifflin Company, New York 2008.  
 [2] Jones G.R., George J.M., Essentials of contemporary management, McGraw-Hill Irwin, Boston 2007 (2006).  
 [3] Osterwalder A., Pigneur Y., Business model generation: a handbook for visionaries, game changers, and challengers, John Wiley & Sons, 2010.  
 [4] Robbins S.P., DeCenzo D.: Fundamentals of management: essential concepts and applications, Pearson/Prentice Hall, 2008.

### SUBJECT SUPERVISOR

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### MATRIX OF CORRELATION BETWEEN EDUCATIONAL EFFECTS FOR SUBJECT **ZMZ001499 - Fundamentals of Management** AND EDUCATIONAL EFFECTS FOR MAIN FIELD OF STUDY **Electrical Engineering** AND SPECIALIZATION **Control in Electrical Power Engineering**

| <b>Subject educational effect</b> | <b>Correlation between subject educational effect and educational effects defined for main field of study and specialization (if applicable)</b> | <b>Subject objectives</b> | <b>Programme content</b>                             | <b>Teaching tool number</b> |
|-----------------------------------|--|---------------------------|--|-----------------------------|
| PEK_W01                           | K2ETK_W06  | C.1<br>C.2<br>C.3         | Lec1<br>Lec2<br>Lec3<br>Lec5                         | N.1<br>N.2<br>N.3           |
| PEK_W02                           | K2ETK_W06  | C.2                       | Lec3   | N.1<br>N.2<br>N.3           |
| PEK_W03                           | K2ETK_W06  | C.3<br>C.4                | Lec5<br>Lec6<br>Lec7                                 | N.1<br>N.2<br>N.3           |
| PEK_K01                           | K2ETK_K03<br>K2ETK_K06   | C.2<br>C.3<br>C.4         | Lec1<br>Lec2<br>Lec3<br>Lec4<br>Lec5<br>Lec6<br>Lec7 | N.1<br>N.2                  |