

FACULTY OF ELECTRICAL
ENGINEERING**SUBJECT CARD**

Name in Polish: **Podstawy zarządzania**
 Name in English: **Management bases**
 Main field of study (if applicable): **Electrical Engineering**
 Specialization (if applicable):
 Level and form of studies: **1st level, part-time**
 Kind of subject: **optional / university-wide**
 Subject code: **ZMR052562**
 Group of courses: **NO**

	Lecture	Classes	Laboratory	Project	Seminar
Number of hours of organized classes in University (ZZU):	10				
Number of hours of total student workload (CNPS):	30				
Form of crediting:	crediting with grade				
For group of courses mark (X) final course:					
Number of ECTS points:	1				
including number of ECTS points for practical (P) classes :					
including number of ECTS points for direct teacher-student contact (BK) classes:	0.70				

PREREQUISITES RELATING TO KNOWLEDGE, SKILLS AND OTHER COMPETENCES

1. Student has bases knowledge indispensable to understanding the social, economic, legal and another extratechnical conditions of engineering activity.
2. It has sufficient range of language tools to correct pronouncement and write, formulate and motivate opinions, to explain his point of view, to present disadvantages and advantages of various solutions, to participate in discussion and to present general, scientific and technical problems.
3. Can use basic hardware and software, create, edit texts and create computer presentations.
4. Student understands the need and knows possibility of permanent one's education, professional, personal and social competence raising.
5. He has an awareness of responsibility for his work.

SUBJECT OBJECTIVES

- C1. Introduce with organizing and management.
 C2. Get to know ways to accomplish of controlling and diagnosis of the firm acting.

SUBJECT LEARNING OUTCOMES*relating to knowledge:*

- PEU_W01 Student has knowledge on the scope of organizing and management.
 PEU_W02 Student has knowledge on the scope of the chosen methods and technics of diagnose and improving in functional areas of firm.
 PEU_W03 Student knows to identify, analyze and evaluate manage problems in firm and functional areas of firm.

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

- PEU_K01 Student show the readiness to identify, critical analyze and decide the appearing problems in the site of work.
 Student be able to evaluate of effect of taking up decisions.

PROGRAMME CONTENT		
Form of classes - lecture		Number of hours:
Lec 1	Management - definitions, essence and significance.	1
Lec 2	Elements of management - planning, organizing, staffing, directing, controlling.	2
Lec 3	Role of the manager. Features of a good manager.	1
Lec 4	Organizing structures of a company.	2
Lec 5	Human resources and their meaning in management. The methods for employees motivating.	1
Lec 6	Environment of the organizations and its influence on management and taking up of decisions.	1
Lec 7	Decision taking up on strategic, tactical and operational level.	1
Lec 8	Test	1
Total hours:		10

TEACHING TOOLS USED
N1. Lecture, multimedia presentation.

EVALUATION OF SUBJECT LEARNING OUTCOMES ACHIEVEMENT		
Evaluation <i>F - forming (during semester)</i> <i>P - concluding (at semester end)</i>	Educational effect number	Way of evaluating educational effect achievement
F1(w)	PEU_W01 PEU_W02 PEU_W03 PEU_K01	Test
P(w)	P=F1	

PRIMARY AND SECONDARY LITERATURE
PRIMARY LITERATURE: [1] Drucker P., Zarządzanie w XXI wieku, Muza, , Warszawa 2002. [2] Griffin R.W., Podstawy zarządzania organizacjami, PWN, Warszawa 2004. [3] Bieniok H., Metody sprawnego zarządzania: planowanie, organizowanie, motywowanie, kontrola, Placet, Warszawa 2001. [4] Stabryła A., Zarządzanie strategiczne w teorii i praktyce firmy. PWN, Warszawa – Kraków 2000. [5] Steinmann H., Schreyögg G., Zarządzanie – podstawy kierowania przedsiębiorstwem, koncepcje, funkcje, przykłady. Oficyna Wydawnicza Politechniki Wrocławskiej, Wrocław 2001.
SECONDARY LITERATURE: [1] Stoner J., Wankel Ch., Kierowanie, PWE, Warszawa 2001. [2] Muhlemann A.P., Zarządzanie: produkcja i usługi, , PWN, Warszawa 2001. [3] Vollmuth H. J., Controlling, PLACET, Warszawa 2003.

SUBJECT SUPERVISOR
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