

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:		15

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

Evaluation <i>F - forming (during semester) P - concluding (at semester end)</i>	Educational effect number	Way of evaluating educational effect achievement
F1(w)	PEK_W01 PEK_W02 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**

Subject educational effect	Correlation between subject educational effect and educational effects defined for main field of study and specialization (if applicable)	Subject objectives	Programme content	Teaching tool number
PEK_W01	K2ETK_W06	C.1 C.2 C.3	Lec1 Lec2 Lec3 Lec5	N.1 N.2 N.3
PEK_W02	K2ETK_W06	C.2	Lec3	N.1 N.2 N.3
PEK_W03	K2ETK_W06	C.3 C.4	Lec5 Lec6 Lec7	N.1 N.2 N.3
PEK_K01	K2ETK_K03 K2ETK_K07	C.2 C.3 C.4	Lec1 Lec2 Lec3 Lec4 Lec5 Lec6 Lec7	N.1 N.2