

## SYLLABUS OF THE COURSE

Faculty: **Faculty of Economics and International Relations**

Major: .....

### I. BASIC INFORMATION

Name of the Course	<b>Introduction to management</b>
<i>Name of the Course in Polish</i>	<i>Podstawy przedsiębiorczości i zarządzania</i>
Language of the Course	English
Code / Specialization within the Major:	
Study Profile:	ogólnoakademicki
Category of the Course	
Level of Studies	Undergraduate
Study Year and Semester	Year I, term I
Number of Hours <i>including the division between Lectures (L) and Tutorials (T)</i>	Full-Time Studies: 30 hours
Number of ECTS Credits	4

### II. AIMS OF THE COURSE

Symbol	Description
A1	Familiarize with basic management theory, contemporary challenges and the complexity of contemporary managerial environments.
A2	Develop critical thinking skills for evaluating and applying a variety of management concepts in problem solving
A3	Develop effective learning practices (individual and team) as well as life-long learning attitudes and habits
A4	Raise awareness of contemporary environmental, social and political responsibilities of managers, along with reinforcing values such as communication and cooperation.

### III. INITIAL REQUIREMENTS

No.	Description
1	General knowledge about organizations
2	General knowledge about contemporary economic, social, global and environmental issues/challenges

#### IV. TEACHING EFFECTS

(K – critical knowledge / S – skills and abilities / C – personal and social competences)

Symbol of the Effect	Type of the Effect	Description <b>After completing the course, the student:</b>	Reference to Major Teaching Effects
E1	K	Understands basic management processes, models and theories	S1A_W01 S1A_W05
E2	S	Is able to critically evaluate basic management concepts and apply them in problem solving cases	S1A_W08
E3	C	Is able to practice effective learning independantly and in teams and demonstrates an attitude of curiosity and continuous learning	S1A_K01 S1A_K02 S1A_K06
E4	C	Demonstrates an attitude of social, environmental and ethical responsibility, realizes the need for cooperation and communication in every management context	S1A_U03 S1A_K04 S1A_K05

#### V. CONTENT OF THE COURSE

(L – Lectures, T - Tutorials)

No.	Themes and Topics	Numbers of Hours	
		L	T
1	1. The management process 1.1 Basic definitions 1.2 Organizations as open systems 1.3 Management functions 1.4 Management skills		4
2	2. Organization's environment 2.1 Internal 2.2 External 2.3 Types of environment 2.4 Flexible organizations		4
3	3. Managerial decision making 3.1 Types of managerial decisions 3.2 Rational model of decision making 3.3 Limitations/behavioral aspects		4
4	4. Planning 4.1 Organizational goals 4.2 Optimizing goals 4.3 Levels of planning		4
5	5. Strategic management and change management		2
6	6. Organizing 6.1 Elements and features of organizational structures 6.2 Types of structures 6.3 Delegation 6.4 Centralization/decentralization 6.5 Organizational design		4
7	7. Leading 7.1 Leadership		2

		7.2 Management styles 7.3 Organizational culture		
8	8	Influencing and motivating.		2
9	9	Control 9.1 The control process 9.2 Types of control		2
10	10	Schools of management		2
<b>Total Numbers of Teaching Hours:</b>				<b>30</b>

## VI. TEACHING METHODS

Symbol (N1 – N13) and description
N4 Discussions N 12 Work with books N5 Teamwork (in class tasks and study groups) N10 Field practice (conducting interviews with managers) N7 Case study N8 Role playing (interviewing management gurus) N11 E-learning (using various on-line resources) N6 Simulation (running a paper plane factory)

## VII. STUDENT WORKLOAD

Type of Activities	Number of Hours	
	Full-Time Studies	Part-Time Studies
Contact hours with the professor/lecturer according to the study program (teaching hours)	30	
Contact hours with the professor/lecturer within consultations (office hours)	5	
Contact hours with the professor/lecturer during tests and exams		
Preparing for classes, including literature studying and homework	15	
Collecting information and results preparation	20	
Preparing a report, a project, an essay, a presentation, a discussion	30	
Preparing for the mid-term exam, the final exam, tests		
<b>Total Number of Hours</b>	<b>100</b>	
<b>Number of ECTS Credits</b>	<b>4</b>	

## VIII. ASSESMENT POLICY: EVALUATION METHODS

Partial Grades (F1-F10 – symbol and description):	
F5	Completing 6 group projects (5 points each)
F7	Completing 6 reflective writing papers with references to textbooks, online resources, field work, personal observations and experiences (10 points each)
F4	Delivering a group presentation (10 points)
Final Grade (P1-P4 – symbol and description):	
	Evaluation of student performance will be based on a combination of team and

	<p>individual activities: final grade will be based on the cumulative results of individual and group work assignments plus final presentation. Final grade is based on the total amount of points gained throughout the course, given that the students acquire at least 50% of required points within each category.</p> <p>The written work will be assessed according to the significance of the information, reflection and literature references presented and the efficacy in which it was presented.</p>
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## IX. ASSESMENT POLICY: EVALUATION CRITERIA

<b>Evaluation Criteria:</b> Please describe in details how and with what methods the particular teaching effects achievement will be reviewed. (K – critical knowledge / S – skills and abilities / C – personal and social competences)		
<b>E1</b>	<b>K</b>	Understands basic management processes, models and theories (evaluated by individual papers and final presentation)
For the grade 2.0		Below 55 points
For the grade 3.0		55-60 points
For the grade 3.5		60-70 points
For the grade 4.0		70-80 points
For the grade 4.5		80-90 points
For the grade 5.0		90-100 points
<b>E2</b>	<b>S</b>	Is able to critically evaluate basic management concepts and apply them in problem solving cases (evaluated by group work, case studies and in-class tasks)
For the grade 2.0		Below 55 points
For the grade 3.0		55-60 points
For the grade 3.5		60-70 points
For the grade 4.0		70-80 points
For the grade 4.5		80-90 points
For the grade 5.0		90-100 points
<b>E3</b>	<b>C</b>	Is able to practice effective learning independently and in teams and demonstrates an attitude of curiosity and continuous learning (evaluated by group work, case studies, in-class tasks and individual papers)
For the grade 2.0		Below 55 points
For the grade 3.0		55-60 points
For the grade 3.5		60-70 points
For the grade 4.0		70-80 points
For the grade 4.5		80-90 points
For the grade 5.0		90-100 points
<b>E4</b>	<b>C</b>	Demonstrates an attitude of social, environmental and ethical responsibility, realizes the need for cooperation and communication in every management context (evaluated by individual papers)
For the grade 2.0		Below 55 points
For the grade 3.0		55-60 points
For the grade 3.5		60-70 points
For the grade 4.0		70-80 points
For the grade 4.5		80-90 points
For the grade 5.0		90-100 points

## **X. REFERENCES AND COURSE MATERIALS**

Basic literature:
Management - 8 <sup>th</sup> edition, R. W. Griffin, Houghton Mifflin 2005
Supplementary literature:
Any other management textbooks of student's choice, academic journal articles, provided on-line resources, hand-outs

## **XI. ADDITIONAL INFORMATION**

The aim of this course is to develop knowledge of basic management theory and its applications. It also aims to expose students to contemporary management challenges including issues of sustainable management and social justice to develop attitudes of responsibility and responsiveness. As this course is delivered to first year undergraduate students, special attention is given to introducing and practicing effective learning practices, both individual and teamwork orientated. An important aspect of the course is to empower students with skills they will be able to use along their further education and professional life while raising their awareness and need for life-long learning.
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## **XII. PROFESSORS AND COORDINATORS**

Course coordinator (the person responsible for the course):
Dr Agnieszka Żur (zura@uek.krakow.pl)
Professors/Lecturers (all teaching instructors):
1. Dr Agnieszka Żur