

SUBJECT:	<b>Introduction to Management</b>		
HOURS:	30	ECTS:	2
SEMESTER:	<b>summer</b>	ACADEMIC YEAR:	<b>2005/2006</b>

Name/title of the author:	<b>Prof. dr hab. J. Targalski, mgr A. Żur</b>
Course Description:	The course is directed to undergraduate students and covers basic aspects of management processes in the most important fields of business management. Issues covered by the course are discussed in the light of leading school of management thought at the same referring directly to contemporary problems of managing organizations.
Learning Outcomes (Goals and Objectives of the course):	After this course students should be able to recognize the basic principles and laws of management as well as apply them in non-complicated business situations in all fields of management.
Entrance qualifications:	
Course Content:	<p>The management process</p> <p>Definitions</p> <p>Fields of management</p> <p>The Organization and its definitions</p> <p>Life cycle</p> <p>Organization's environment: Internal/ External</p> <p>Types of environment</p> <p>Planning</p> <p>Organizational goals</p> <p>Optimising goals</p> <p>Levels of planning</p> <p>Managerial decision making</p> <p>The process of decision making: (Rational model, Behavioral aspects)</p> <p>Organizing</p> <p>Element of organizational structures</p> <p>Types of structures</p> <p>Delegation</p> <p>Centralization/decentralization</p> <p>Production management</p> <p>Management laws</p> <p>Division of labour</p> <p>Schools of management</p> <p>Leadership</p> <p>Manager's competencies</p> <p>Types of managers</p> <p>Management styles</p> <p>Organizational culture</p> <p>Influencing and motivating.</p> <p>Managerial communications</p> <p>Control</p> <p>The control process</p> <p>Types of control</p>

	Exam
Assessment policy (examination):	final written exam, two written assignments, one oral presentation
Course materials/bibliography:	<i>Fundamentals of Management</i> : Donnelly J.H., Gibson J.L., Ivancevich J.M., 1992 <i>Principles of modern management</i> : Samuel C. Certo, 1989 <i>Management - Theory and practice</i> : G.A Cole, 1990
Methods of Instruction:	<ul style="list-style-type: none"> <li>- classical lecture</li> <li>- analyzing literature and given materials</li> <li>- interactive discussions, case studies</li> </ul>
Notes / suggestions:	-case studies analysis