

### Course description

|                                       |            |   |                    |                                 |   |                                |                           |                              |                    |
|---------------------------------------|------------|---|--------------------|---------------------------------|---|--------------------------------|---------------------------|------------------------------|--------------------|
| <b>Course name</b>                    |            | Principles of Management  |                    |                                 |   | <b>Course code</b>             |                           |                              |                    |
| Major                                 |            | Finance & Accounting  |                    |                                 |   |                                |                           |                              |                    |
| Profile                               |            | practical   |                    |                                 |   |                                |                           |                              |                    |
| Level of studies                      |            | First-cycle studies   |                    |                                 |   |                                |                           |                              |                    |
| Specialization                        |            | Course common to all specializations  |                    |                                 |   |                                |                           |                              |                    |
| Form of studies                       |            | Full-time studies   |                    |                                 |   |                                |                           |                              |                    |
| Semester                              |            | I   |                    |                                 |   | <b>Language of instruction</b> | English                   |                              |                    |
| <b>Prerequisites for the course</b>   |            |   |                    |                                 |   | <b>Basic courses</b>           | N                         |                              |                    |
| <b>Form of crediting</b>              |            | End-of-term test  |                    | <b>Number of ECTS points: 6</b> |   |                                |                           | <b>Methods of assessment</b> |                    |
| <b>Form of classes and other</b>      |            | <b>Number of hours in semester</b>  |                    | Total                           | <b>6</b>  | direct contact classes         | <b>2</b>                  |                              | practical classes  |
|                                       |            | Total   | Student's workload | Direct contact                  | <b>Verification of teaching effects</b>                               |                                |                           |                              | Importance in %    |
| Lecture                               |            | 35  | 20                 | 15                              | Written exam  |                                |                           |                              | 75%                |
| Project                               |            | 99  | 69                 | 30                              | Case studies, student observation                                     |                                |                           |                              | 25%                |
| Consultation                          |            | 2   |                    | 2                               |   |                                |                           |                              |                    |
| Exam                                  |            | 3   |                    | 3                               |   |                                |                           |                              |                    |
| <b>Total number of hours:</b>         |            | <b>139</b>  | <b>89</b>          | <b>50</b>                       |   |                                |                           |                              | Total: <b>100%</b> |
| <b>Categories of teaching effects</b> | <b>No.</b> | <b>Course teaching effects</b>  |                    |                                 | <b>Methods of teaching effects verification</b>                       | <b>Major-related effects</b>   | <b>Area based effects</b> | <b>Forms of realization</b>  |                    |
| Knowledge                             | 1.         | The student is able to formulate goals of the organization and set ways to achieve them. He or she knows and understands the concept of vision and the mission of the organization. |                    |                                 | Written exam, case studies, teacher observation in student assessment | K1_W10+                        | S1A_W07+, S1A_W08+        | LP                           |                    |
|                                       | 2.         | Student has knowledge about the processes and phenomena of social and economic development throughout history.  |                    |                                 | Written exam, case studies, teacher observation in student assessment | K1_W03+                        | S1A_W02+, S1A_W09+        | LP                           |                    |
| Skills                                | 1.         | The student is able to formulate goals of the organization and develop measures for their effective achievement.  |                    |                                 | Written exam, case studies, teacher observation in                    | K1_U02+                        | S1A_U05+, S1A_U06+        | LP                           |                    |

|                   |    |   |   |         |                                    |    |
|-------------------|----|---|---|---------|------------------------------------|----|
|                   |    |   | student assessment  |         |                                    |    |
|                   | 2. | Student is able to identify and analyze problems in different functional areas related to management process in the organization.         | Written exam, case studies, teacher observation in student assessment | K1_U06+ | S1A_U02+,<br>S1A_U03+,<br>S1A_U08+ | LP |
| Social competence | 1. | The student develops independently his/her knowledge and professional skills in the organization science and in the financial management. | Teacher observation in student assessment                             | K1_K02+ | S1A_K01+,<br>S1A_K06+              | L  |

### Course supervisors

| Form of classes | Course supervisors           |
|-----------------|------------------------------|
| Lecture         | PhD (Eng) Mariusz Kołosowski |
| Project         | PhD (Eng) Mariusz Kołosowski |

### Teaching content

| Lecture                    | Teaching methods                       | Lecture |                 |
|----------------------------|--|---------|-----------------|
| No.                        | Subject area                           |         | Number of hours |
| 1.                         | The concept and model of organization. |         | 1               |
| 2.                         | Organizational synergy.                |         | 1               |
| 3.                         | Types of organizations.                |         | 1               |
| 4.                         | organizational effectiveness           |         | 1               |
| 5.                         | Management, leadership and control.    |         | 1               |
| 6.                         | Manager, functions, roles and skills.  |         | 1               |
| 7.                         | Strategic and operational planning.    |         | 1               |
| 8.                         | Organizational structures types.       |         | 1               |
| 9.                         | Structure forming factors.             |         | 1               |
| 10.                        | Change of organizational structures.   |         | 1               |
| 11.                        | Motivation                             |         | 1               |
| 12.                        | Management styles                      |         | 1               |
| 13.                        | Controlling                            |         | 1               |
| 14.                        | Decision-making                        |         | 1               |
| 15.                        | Communication in organization.         |         | 1               |
| <b>Total no. of hours:</b> |  |         | <b>15</b>       |

| Project | Teaching methods |  |                 |
|---------|------------------|--|-----------------|
| No.     | Subject area     |  | Number of hours |

|                            |   |           |
|----------------------------|---|-----------|
| 1.                         | Models of organization. The concept of the organization. Mintzberg's and Leavitt's model of the organization.   | 2         |
| 2.                         | The individual and the group in the organization. Personality types. Interest groups.   | 2         |
| 3.                         | Culture of the organization. The nature and content of the culture. The importance of organizational culture.   | 2         |
| 4.                         | Organizational culture types. Four types of culture by Deal and Kennedy. Culture strength and weakness. Conservative and innovative culture. Elite and egalitarian culture.   | 2         |
| 5.                         | Cultural change in the organization. Shaping of the organizational culture. The nature and causes of changes in organizational culture. Management of cultural change.  | 2         |
| 6.                         | The dilemma of organizational structure - flat or slim structure? The number levels of hierarchy, span of control. Reduction of levels of hierarchy.  | 2         |
| 7.                         | The dilemma of organizational structure - high or low degree of formalization? The concept of the formalization. Advantages and disadvantages of high and low degree of formalization. Factors contributing high and low formalization.                 | 2         |
| 8.                         | The dilemma of organizational structure - centralization or decentralization? The concept of the centralization. Advantages and disadvantages of high and low degree of centralization. Factors favoring centralization (decentralization).             | 2         |
| 9.                         | The dilemma of organizational structure - specialization - benefits and risks. The concept of the specialization. Advantages and disadvantages of low and high degree of specialization. Factors contributing to high and low degree of specialization. | 2         |
| 10.                        | Organizational structure types.   | 2         |
| 11.                        | Change in the organizational structure. Concept and types of change in the organizational structure. Planned change. Restructuring as an example of the planned change.   | 2         |
| 12.                        | Departmentalization. The concept of departmentalization. Criteria for grouping positions.   | 2         |
| 13.                        | The objectives of the organization. Functions and types of goals.   | 2         |
| 14.                        | Technology in an organization. The concept of technology. General guidelines for efficiency. Types of technology.   | 2         |
| 15.                        | Organization and its environment. The concept of an organization's environment. Types of organization's environment. The interaction between the organization and environment.  | 2         |
| <b>Total no. of hours:</b> |   | <b>30</b> |

#### Primary literature:

|   |   |
|---|---|
| 1 | S.P. Robbins, D.A. DeCenzo, Podstawy zarządzania, PWE, Warszawa 2002.   |
| 2 | H. Steinmann, G. Schreyögg, Zarządzanie. Podstawy kierowania przedsiębiorstwem, Oficyna Wydawnicza Politechniki Wrocławskiej, Wrocław 2001. |
| 3 | A.K. Koźmiński, W. Piotrowski (red.), Zarządzanie. Teoria i praktyka, Wydawnictwo Naukowe PWN, Warszawa 2006.                               |
| 4 | M. Hopej, Podstawy zarządzania, Oficyna Wydawnicza Politechniki Wrocławskiej, Wrocław 1996.   |
| 5 | R.W. Griffin, Podstawy zarządzania organizacjami, Wydawnictwo Naukowe PWN, Warszawa 1996.   |

#### Secondary literature:

|   |  |
|---|--|
| 1 | Stoner J., Wankel Ch., Kierowanie, PWE, Warszawa 1994.   |
| 2 | Strużycki M., Zarządzanie przedsiębiorstwem, Wydawnictwo Difin, Warszawa 2004.                                     |
| 3 | Sudoł S., Przedsiębiorstwo. Podstawy nauki o przedsiębiorstwie. Zarządzanie przedsiębiorstwem, PWE, Warszawa 2006. |
| 4 | Świetlik W., Organizacja przedsiębiorstwa, Wydawnictwo Wyższej Szkoły Ekonomicznej, Warszawa 2004.                 |

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Course co-ordinator

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Director of Institute

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