

**Subject card**

<b>Subject name and code</b>	Basics of managing a public organization - lecture, PG_00132025						
<b>Field of study</b>	Law in administration and economy						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2024/2025		
<b>Education level</b>	postgraduate studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	1	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	2	<b>ECTS credits</b>			3.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>					
<b>Conducting unit</b>	Katedra Organizacji i Zarządzania -> Faculty of Management						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Mirosław Czapiewski				
	<b>Teachers</b>		dr Mirosław Czapiewski				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	15.0	0.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	15		0.0		60.0	75
<b>Subject objectives</b>	The purpose of the course is to provide knowledge of the nature, scope and structure of the management process of public organizations in the context of the convergence of the public, social and commercial sectors. The students should realize the complexity and limitation of the manager's ability to influence the processes in organizations. They should learn about the structure of the process and management organization models, managerial roles and management functions.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	PAGMU2_KR05	Knows and understands the legal, social and ethical issues related to the management of organizations.	[SK1] oral statement/conversation/discussion
	PAGMU2_UK05	Knows and understands in depth the principles of discussion and justification of his position taking into account the needs of various actors involved in the management process.	[SU1] oral statement/conversation/discussion
	PAGMU2_WG02	Has detailed knowledge of the place and role of management science and connections and its impact on people, the company and the environment.	[SW4] test/exam - oral or written
	PAGMU2_KR04	Is aware of the need to differentiate his attitudes, behavior and actions according to the stage of his career.	[SK8] observation of student's independent or team work
	PAGMU2_UW01	Can consciously choose methods and effectively use the advice, expertise and publications of management professionals to carry out a variety of tasks in an efficient and effective manner.	[SU1] oral statement/conversation/discussion [SU5] implementation of a problem task
	PAGMU2_UO07	Is open to the different roles he and others play on the team, including leadership roles. Can appreciate the importance of others through the values brought by the roles they play.	[SU5] implementation of a problem task [SU8] observation of student's independent or team work
	PAGMU2_WG01	Knows how concepts about management science and its relationship to other sciences have evolved.	[SW4] test/exam - oral or written
	PAGMU2_UW02	Knows the importance of management science for both the individual, the environment and the modern organization.	[SU4] test/exam - oral or written [SU8] observation of student's independent or team work
	PAGMU2_UK06	Knows how to communicate verbally and non-verbally using all available tools to facilitate the communication process in order to increase the effectiveness of the process.	[SU1] oral statement/conversation/discussion
	PAGMU2_WK06	Knows and understands the legal and ethical problems that arise in the field of management science.	[SW1] oral statement/conversation/discussion
	PAGMU2_UU08	Is ready to independently seek information from diverse sources to improve his professional knowledge. He understands the need for continuing education.	[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work
	PAGMU2_WG05	Has detailed knowledge of the place and role of management science in relation to other sciences and knows the stages of evolution of this science.	[SW4] test/exam - oral or written
	PAGMU2_UW03	Can independently formulate and test hypotheses of simple research problems and propose ways to solve them.	[SU1] oral statement/conversation/discussion
	PAGMU2_UK04	Is able to cooperate in a group, lead it, choose such ways and methods of action that will allow the effective and efficient implementation of the tasks assigned to perform.	[SU1] oral statement/conversation/discussion

Subject contents	The interdisciplinary nature of science. Determinants of the manager's role. Managerial skills. Management against the background of governance, administration and command. Criteria for assessing the efficiency of operations depending on the goals and objectives of the organization. Classical and modern understanding of the planning function (the relationship of the manager to the plan and planning). Structure of the planning process. Risk and uncertainty in planning. Motivation. Activity-based and outcome-based approaches. Needs, incentives and inputs as components of the motivation system. Coercive and enticing situations - characteristics, effects and recommended scope of application. Control. The place of control in organized action. Contemporary approaches to control. Functions of control, forms of control, principles of control. Management in the context of change. Costs and benefits of change. Structure of the reorganization process. Manifestations of resistance to change. The essence, goals and objectives, construction and mechanisms of functioning of economic organizations. The essence, goals and objectives, construction and mechanisms of functioning of public organizations.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written exam	51.0%	100.0%
Recommended reading	Basic literature	<ol style="list-style-type: none"> <li>1. Zarządzanie publiczne. Perspektywa teorii i praktyki (red.) A. Frączkiewicz Wronka, M. Cwiklicki, UEK, Katowice 2023.</li> <li>2. A. Czermiński, M. Czerska, B. Nogalski, R. Rutka, J. Apanowicz, Zarządzanie organizacjami, TNOiK, Toruń 2002</li> <li>3. M. Czerska, Organizacja przedsiębiorstw. Metodologia zmian organizacyjnych. Wyd. UG 1996.</li> <li>4. R.W. Griffin, Podstawy organizacji i zarządzania, Wyd. Naukowe PWN, Warszawa 1996.</li> <li>5. J. A.F. Stoner, E. Freeman, D. R. Gilberih, Kierowanie, PWE, 1999 (wyd. II)</li> <li>6. A. K. Koźmiński, W. Piotrowski (red.), Zarządzanie - teoria i praktyka, PWN, Warszawa 1995.</li> <li>7. A. Zakrzewska-Bielawska (red.), Podstawy zarządzania. Teoria i ćwiczenia. Oficyna Wolters Kluwer business, Warszawa 2012.</li> </ol>	
	Supplementary literature	<ol style="list-style-type: none"> <li>1. R. Rutka, Organizacja przedsiębiorstw. Przedmiot projektowania, Wyd. UG 1996.</li> <li>2. H. Steinemann, G. Schreyogg, Zarządzanie, Wyd. PWr, 1992 lub 1998</li> <li>3. Strategor, Zarządzanie forma. Strategie, struktury, decyzje, tożsamość, PWE, Warszawa 1995. - R.A. Webber, Zasady zarządzania organizacjami, PWE, 1984.</li> </ol>	
	eResources addresses	Adresy na platformie eNauczanie:	
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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