

**Subject card**

|  |   |  |                                 |                                     |   |            |     |
|--|---|--|---------------------------------|-------------------------------------|---|------------|-----|
| <b>Subject name and code</b>                       | Fundamentals of management, PG_00135479   |  |                                 |                                     |   |            |     |
| <b>Field of study</b>                              | Eastern Studies   |  |                                 |                                     |   |            |     |
| <b>Date of commencement of studies</b>             | October 2024  | <b>Academic year of realisation of subject</b>           |                                 |                                     | 2024/2025   |            |     |
| <b>Education level</b>                             | undergraduate studies   | <b>Subject group</b>                                     |                                 |                                     | Obligatory subject group in the field of study<br>Humanistic-social subject group<br>Subject group related to scientific research in the field of study |            |     |
| <b>Mode of study</b>                               | full-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>                                      |                                 |                                     | 2.0   |            |     |
| <b>Learning profile</b>                            | academic  | <b>Assessment form</b>                                   |                                 |                                     |   |            |     |
| <b>Conducting unit</b>                             | Instytut Rusycystyki i Studiów Wschodnich -> Faculty of Languages   |  |                                 |                                     |   |            |     |
| <b>Name and surname of lecturer (lecturers)</b>    | <b>Subject supervisor</b>   |  | dr hab. Urszula Patocka-Sigłowy |                                     |   |            |     |
|  | <b>Teachers</b>   |  |                                 |                                     |   |            |     |
| <b>Lesson types</b>                                | <b>Lesson type</b>  | Lecture  | Tutorial                        | Laboratory                          | Project   | Seminar    | SUM |
|  | <b>Number of study hours</b>  | 30.0   | 0.0                             | 0.0                                 | 0.0   | 0.0        | 30  |
|  | 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>  | 30   |                                 | 2.0                                 |   | 18.0       | 50  |
| <b>Subject objectives</b>                          | The aim of the classes is to expose students to a wide range of issues related to the functioning of various types of organizations that they may encounter in their business activities and everyday life. |  |                                 |                                     |   |            |     |

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| Learning outcomes   | Course outcome  | Subject outcome  | Method of verification   |
|   | [SWSCHL3_W07] He/she has well-organized detailed knowledge in the field of selected economic and legal issues, also oriented towards practical application in a selected sphere of cultural and economic activity, primarily in the context of international cooperation related to the Polish and Russian language areas, as well as the second chosen language area   | Knows terminology in the field of organization management.   | [SW4] test/exam - oral or written<br>[SW5] implementation of a problem task            |
|   | [SWSCHL3_W06] He/she has well-organized detailed knowledge in selected areas of cultural studies, primarily in Russian culture and the culture of the second chosen language area   | Has structured knowledge about the conditions for the functioning of the organization.                                   | [SW4] test/exam - oral or written<br>[SW5] implementation of a problem task            |
|   | [SWSCHL3_U16] Can work in a group, assuming various roles within it   | Independently and in a group, proposes solutions to emerging problems, skillfully selecting appropriate forms and means. | [SU1] oral statement/conversation/discussion<br>[SU5] implementation of a problem task |
|   | [SWSCHL3_K04] Recognizes and formulates moral problems and ethical dilemmas related to the professional environment; seeks optimal solutions, acts in accordance with ethical principles  | Correctly identifies and resolves dilemmas related to the professional environment.                                      | [SK1] oral statement/conversation/discussion<br>[SK5] implementation of a problem task |
|   | [SWSCHL3_U01] Is able to search, analyze, evaluate, select, and utilize information using modern techniques for obtaining, classifying, and analyzing information from sources in Polish, Russian, and a second foreign language, following the guidelines of the academic supervisor   | Is able to complete the data necessary to perform a basic examination of the organization and its environment.           | [SU1] oral statement/conversation/discussion<br>[SU5] implementation of a problem task |
| [SWSCHL3_W04] Has well-organized knowledge in the fields of law and economics | Has structured knowledge of the basics of organization management and elements of its environment.  | [SW4] test/exam - oral or written<br>[SW5] implementation of a problem task  |  |
| Subject contents  | The essence of organization management: organization - an attempt to define the term, features and types of organizations (the criterion of the genotypic function and the criterion of the relationship between people and the organization), general and systemic model of the organization, management (management) - definition of the term, elements of management. Planning in an organization: the essence of planning, planning principles, the course of the planning process, stages of the planning process, planning typology, principles of defining the organization's mission, typical types of strategies, organization's environment, SWOT analysis, portfolio analysis. Management of the social potential of the organization: the process of managing the social potential, human resources planning, stages in the employee selection process, motivating (the essence and mechanisms of motivation, needs as determinants of human behavior, models of motivation, motivation tools, intangible stimuli), evaluation of work and employees, career paths employees. Communication in the organization. Leadership: the concept of leadership, development of leadership theory, leadership styles. Organizational culture. Selected methods and concepts of organization management: reengineering (basic concepts, features, phases, effects), benchmarking (basic concepts, typology, procedure, advantages and disadvantages), outsourcing (basic concepts, goals and principles, stages, typology, advantages and disadvantages), knowledge and competence management, participatory management (goals of participation, features and effects of participation), project management (goals and scope of the project, principles of project management), quality management. |  |  |
| Prerequisites and co-requisites   |   |  |  |
| Assessment methods and criteria   | Subject passing criteria  | Passing threshold  | Percentage of the final grade  |
|   | written colloquium  | 51.0%  | 50.0%  |
|   | tasks carried out during the semester   | 51.0%  | 50.0%  |
| Recommended reading   | <p>Basic literature</p> <ul style="list-style-type: none"> <li>• Bielski M. Podstawy organizacji i zarządzania, Warszawa 2002.</li> <li>• Brillman J. Nowoczesne koncepcje i metody zarządzania, Warszawa 2002.</li> <li>• Czermiński A., Czerska M. i in. Zarządzanie organizacjami, Toruń 2001.</li> <li>• Griffin R.W. Podstawy organizacji i zarządzania, Warszawa 1996.</li> <li>• Lenzion J., Stankiewicz-Mróz A. Wprowadzenie do organizacji i zarządzania, Kraków 2005.</li> <li>• Stoner J.A.F., Freeman R.E., Gilbert D.R. Kierowanie, Warszawa 2001.</li> <li>• Zarządzanie zasobami ludzkimi, red. H. Król, A. Ludwiczynski, Warszawa 2006.</li> </ul>  |  |  |

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|  | Supplementary literature | <ul style="list-style-type: none"> <li>• Armstrong M., Zarządzanie zasobami ludzkimi, Warszawa 2010.</li> <li>• Barabasz A., Osobowość organizacji: zastosowanie w praktyce zarządzania, Wrocław 2008.</li> <li>• Bartkowiak G., Psychologia zarządzania, Warszawa 1997.</li> <li>• Bendell T., Boulter L., Benchmarking, Kraków 2000.</li> <li>• Brzeziński M., Organizacja kreatywna, Warszawa-Kraków 2009.</li> <li>• Cyfert Sz., Krzakiewicz K., Nauka o organizacji, Poznań 2009.</li> <li>• Jachnis A., Psychologia organizacji: kluczowe zagadnienia, Warszawa 2008.</li> <li>• Kożuch B., Nauka o organizacji, Warszawa 2007.</li> <li>• Peszko A., Podstawy zarządzania organizacjami, Kraków 2005.</li> <li>• Robins S.P. Zasady zachowania w organizacji, Poznań 2001.</li> <li>• Rozkwitalska M., Bariery z zarządzaniu międzykulturowym, Warszawa 2011.</li> <li>• Winkler R., Zarządzanie komunikacją w organizacjach zróżnicowanych kulturowo, Warszawa 2008.</li> <li>• Zbiegień-Maciąg L., Kultura w organizacji: identyfikacja kultur znanych firm, Warszawa 2008.</li> <li>• Żemigala M., Społeczna odpowiedzialność przedsiębiorstwa: budowanie zdrowej, efektywnej organizacji, Kraków 2007.</li> </ul> |
|  | eResources addresses     | Adresy na platformie eNauczanie:   |
| Example issues/<br>example questions/<br>tasks being completed |                          |  |
| Work placement   | Not applicable           |  |

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