

Subject card

Subject name and code	Fundamentals of management, PG_00149606						
Field of study	Russian Studies						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2024/2025		
Education level	Bachelor's studies	Subject group			Obligatory subject group in the field of study Humanistic-social subject group Subject group related to scientific research in the field of study		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			Polish		
Semester of study	2	ECTS credits			3.0		
Learning profile	academic	Assessment form			exam		
Conducting unit	Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Urszula Patocka-Sigłowy				
	Teachers		dr hab. Urszula Patocka-Sigłowy				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
	Additional information: lecture with multimedia presentation, group work, conversational lecture, simulation games, solving tasks, discussion						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan	Participation in consultation hours	Self-study	SUM		
	Number of study hours	30	2.0	43.0	75		
Subject objectives	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.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ROSL3_U04] He/she is able to acquire knowledge and develop his/her research skills independently and under the guidance of a supervisor, using sources in Polish and Russian.	Is able to collect data necessary to perform simple tasks. Is able to perform basic research on the organization.	[SU1] oral statement/conversation/discussion [SU5] implementation of a problem task
	[ROSL3_U03] Be able to process research findings and make a presentation in a manner consistent with the principles of the field and discipline.	Is able to interpret phenomena occurring in the organization.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU5] implementation of a problem task
	[ROSL3_K05] Recognises 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 [SK5] implementation of a problem task
	[ROSL3_W08] Has a detailed knowledge of the interrelationship of cultural and religious studies, social communication and media studies, economics and finance, linguistics and history with political and administrative sciences, legal sciences, socio-economic geography and philosophy.	Has structured knowledge of organizational science. Knows basic terminology in the field of organizational science.	[SW4] test/exam - oral or written
	[ROSL3_U13] It presents the results of its work in Polish and Russian in a clear, structured and well-thought-out form using a variety of modern methods and techniques, adapted to the relevant field of study.	Presents solutions to emerging problems independently and in groups, skillfully selecting appropriate forms and means.	[SU5] implementation of a problem task
	[ROSL3_W11] He/she is familiar with the methodology of tasks, norms, procedures and good practices used in institutions related to cultural, media and commercial activities in the field of international cooperation related to the area of Polish and Russian language.	Has basic knowledge of task methodology, standards, procedures and good practices used in organizations related to business activities.	[SW4] test/exam - oral or written [SW5] implementation of a problem task
	[ROSL3_W04] He is familiar with the different structures of cultural, economic, media institutions and the legitimacy of their different components.	Has basic knowledge of the conditions for the functioning of an organization.	[SW4] test/exam - oral or written
	[ROSL3_U18] Able to work in a group, taking on different roles within it.	Is able to carry out various problem tasks in a group.	[SU5] implementation of a problem task
	[ROSL3_K02] He/she is prepared to actively participate in groups, organisations and institutions implementing cultural integration activities, promoting culture and is able to communicate with professionals and non-specialists in the field.	Is able to work responsibly in a group, being careful when formulating critical opinions.	[SK5] 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: 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, the organization's environment (including economic, cultural), SWOT analysis, portfolio analysis. Social potential management in a culturally diverse organization: the social potential management process, human resources planning, stages in the employee selection process, motivation (the essence and mechanisms of motivation, needs as determinants of human behavior, motivation models, motivation tools, intangible stimuli), work and employee evaluation, career paths of employees. Communication in a multicultural 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 exam - single-choice test	51.0%	50.0%
	tasks performed during the semester	51.0%	40.0%
	active participation in classes	80.0%	10.0%
Recommended reading	Basic literature	<ul style="list-style-type: none"> • Bielski M. Podstawy organizacji i zarządzania, Warszawa 2002. • Brilman J. Nowoczesne koncepcje i metody zarządzania, Warszawa 2002. • Czermiński A., Czerska M. i in. Zarządzanie organizacjami, Toruń 2001. • Griffin R.W. Podstawy organizacji i zarządzania, Warszawa 1996. • Lendzion J., Stankiewicz-Mróż A. Wprowadzenie do organizacji i zarządzania, Kraków 2005. • Stoner J.A.F., Freeman R.E., Gilbert D.R. Kierowanie, Warszawa 2001. • Zarządzanie zasobami ludzkimi, red. H. Król, A. Ludwicyński, Warszawa 2006. 	
	Supplementary literature	<ul style="list-style-type: none"> • Armstrong M., Zarządzanie zasobami ludzkimi, Warszawa 2010. • Barabasz A., Osobowość organizacji: zastosowanie w praktyce zarządzania, Wrocław 2008. • Bartkowiak G., Psychologia zarządzania, Warszawa 1997. • Bendell T., Boulter L., Benchmarking, Kraków 2000. • Brzeziński M., Organizacja kreatywna, Warszawa-Kraków 2009. • Cyfert Sz., Krzakiewicz K., Nauka o organizacji, Poznań 2009. • Jachnis A., Psychologia organizacji: kluczowe zagadnienia, Warszawa 2008. • Kożuch B., Nauka o organizacji, Warszawa 2007. • Peszko A., Podstawy zarządzania organizacjami, Kraków 2005. • Robins S.P. Zasady zachowania w organizacji, Poznań 2001. • Rozkwitalska M., Bariery z zarządzaniu międzykulturowym, Warszawa 2011. • Winkler R., Zarządzanie komunikacją w organizacjach zróżnicowanych kulturowo, Warszawa 2008. • Zbiegień-Maciąg L., Kultura w organizacji: identyfikacja kultur znanych firm, Warszawa 2008. • Żemigala M., Społeczna odpowiedzialność przedsiębiorstwa: budowanie zdrowej, efektywnej organizacji, Kraków 2007. 	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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