

## ITEM CARD (SYLLABUS)

### Description of the course

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Code course		Course name	INTRODUCTION TO MANAGEMENT	
IBF/O/I/NS/A.10			WPROWADZENIE DO ZARZADZANIA	
Language		English		
Academic Year		2023/2024		
Direction of study		International Business and Finance		
Level of education (study)		Level 1		
Profile of education (study)		General academic		
Form of study		Extramural		
Semester / semesters		1		
Belonging to a course groups		A-Fundamental courses		
Course status		Compulsory		
Form of classes, hours, ECTS points		Form of classes	Number of hours	Number of ECTS points
		Lecture	8 [h]	3 ECTS
		Exercises	10 [h]	
		Seminar	[h]	
Relationship of subject	with profile of education (study)	Related to conducted scientific activity in the field of economics and finance		2 ECTS
	with qualifications	-----		ECTS
	with discipline	Economics and finance		3 ECTS
Form of teaching		traditional - classes organized at the University		
The criterion for the selection of students		All students of International Business and Finance		
Unit running course		Department of Economics		
Coordinator		Assoc. prof. Anna Wolak-Tuzimek, Ph.D		
Faculty www address		http://weif.uniwersytetradom.pl		
E-mail, phone number of coordinator		awt@uthrad.pl (48) 361-74-80		

### COURSE OUTCOMES, METHODS OF TEACHING AND VERIFICATION OF THE EFFECTS OF EDUCATION

Purpose of the course:	The aim of the course is to familiarize students with advanced knowledge of management. In particular, with the management process (planning, organizing, motivating and controlling), with the decision-making process, as well as with selected concepts
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	and problems related to organizations and management
Course teaching content:	<p>The course content is related to conducted scientific research.</p> <p><b>Lecture content:</b></p> <ol style="list-style-type: none"> <li>1. Management - its essence and importance. (2h, W1,W2, BN)</li> <li>2. The environment of the organization. (1h, W1,W2, BN))</li> <li>3. Management process. Planning. (1h, W1,W2, BN))</li> <li>4. Management process. Organizing. (1h, W1,W2, BN))</li> <li>5. Management process. Motivating. (1h, W1,W2, BN))</li> <li>6. Management process. Controlling. (1h, W1,W2, BN))</li> <li>7. Leadership styles (1h)</li> </ol> <p><b>Exercises content:</b></p> <ol style="list-style-type: none"> <li>1. Management roles and skills. (1h, W1,W2, BN)</li> <li>2. Types of organizations. Models of organizations. (1h, W1,W2, BN)</li> <li>3. Management as an information and decision-making process. Decision-making process (1h, W1,W2, BN))</li> <li>4. Traditional and contemporary determinants of management. (1h, W1,W2, U1, K1, BN)</li> <li>5. The concept of corporate social responsibility. (1h, W1,W2, U1, K1, BN)</li> <li>6. Presentation of the project -realization of management functions in the organization. A case study (4h,W1, W2, U2, K1)</li> <li>7. Written test 1h.</li> </ol>
Method of teaching:	<i>instructional methods (lecture including multimedia techniques with elements of discussion);</i> <i>practical methods (demonstration, analytical exercises)</i>
Grading criteria, criteria for assessing learning outcomes, method of calculating the final grade:	<p><i>The condition for passing the course is achieving all the required learning outcomes specified for the course..</i></p> <p>Lecture - evaluation based on a written test.</p> <p>Exercises - the grade is determined by the following: 50% grade from written test, 30% grade from project, 20% grade from activity during course</p>

Education effects for the course in relation to the direction effects and form of classes				Verification methods of learning outcomes (form check)	
Number of education effect	Description effects of education for the subject (PEU) Student who has completed the course (W) knows and understands/(U) is able to /(K) is ready to:	Directional learning effect (KEU)	Form of realization of teaching	Examination form	Form check
W1	The student knows the principles of organizing, types of organizational structures and research methodology in the discipline of economics and finance and related sciences.	K_W01	Lecture, exercises	Pass with a grade	Evaluation of performed written test
W2	The student knows the basic conditions of management of the organization functioning on a national scale	K_W02	Lecture, exercises	Pass with a grade	Evaluation of performed written test
U1	The student is able to identify the factors of the environment (internal and external) affecting the functioning of the organization. In addition, the student is able to make decisions related to solving problems that occur in business	KU_04	Exercises Seminar seminar	Pass with a grade	Evaluation of performed written test
U2	Student is able to prepare a project on topics related to the implementation of	KU_08	Exercises	Pass with a grade	Evaluation of performed

	management functions in the organization using both the achievements of economics and finance, as well as related sciences				project
K1	The student is ready to use the acquired knowledge to act in an entrepreneurial manner	K_K04	Exercises	Pass with a grade	Discussion/ activity during course

Recommended reading, literature supplement, teaching aids					
<ol style="list-style-type: none"> <li>1. Griffin R.W., <i>Management</i>, Cengage Learning, 2021.</li> <li>2. Cortes A.H., Hartmann E., <i>Principles of management</i>, Media Service, 2019.</li> <li>3. Marková V., Maráková V., Hiadlovský V., Wolak-Tuzimek A., <i>The concept of Corporate Social Responsibility in selected economic sectors</i>, Wydawnictwo Naukowe Spatium, Radom 2014.</li> <li>4. Robbins S.P., Coulter M., A., De Cenzo D., A., <i>Fundamentals of management</i>, Pearson Education Limited 2019.</li> <li>5. Wolak-Tuzimek A., Duda J., Sołoma A., Lament M., <i>Zarządzanie małym i średnim przedsiębiorstwem. Wybrane problemy</i>, Instytut Naukowo-Wydawniczy Spatium, Radom 2015.</li> <li>6. Zhuo J., <i>The Making of a Manager</i>, Ebury Publishing 2019.</li> </ol> <p><i>A detailed list of additional literature, web sources and teaching aids will be provided by a teacher during the first class</i></p>					

Student workload needed to achieve the assumed learning outcomes - balance of ECTS points			
Participation in classes, activities	Student's working hours [h]		
	Other hours. Contact (IGK)	Classes without a teacher – student's own work (ZBN)	Classes
Participation in Lectures/ Seminars	X	X	8 [h]
Participation in Exercises/Laboratories	X	X	10[h]
Participation in the Consultation	5[h]	X	X
Preparing to lectures/ exercises/seminars Preparation for an examination	X	52[h]	X
Summary of student's workload	5[h]/0,2 ECTS	52 [h]/ 2,1 ECTS	18[h]/ 0,7 ECTS
Points of ECTS for subject	75 [h] / 3 ECTS		

Additional information and remarks
<p>For students with special needs, including those with disabilities and chronic illnesses, the methods and forms of verifying learning outcomes specified above (in the course syllabus) are appropriately adjusted to meet the individual needs of these students.</p> <p>"The detailed rules and rights of students with special needs, including those with disabilities and chronic illnesses, regarding participation, assessment, and examinations, are specified in the Study Regulations, Study Rules, and Procedures for Ensuring Accessibility of the Educational Process for Students with Special Needs, including those with disabilities and chronic illnesses."</p>