

COURSE GUIDE

<u>Subject name</u>	Business Management basics
<u>Course of study</u>	Quality and Production Management
<u>The form of study</u>	Full-time
<u>Level of qualification</u>	First
<u>Year</u>	I
<u>Semester</u>	I
<u>The implementing entity</u>	Department of Information Management Systems
<u>The person responsible for preparing</u>	Prof. DSc. PhD Eng. Leszek Kieltyka
<u>Profile</u>	General academic
<u>Course type</u>	Basic
<u>Number of ECTS credits</u>	3

TYPE OF TEACHING – NUMBER OF HOURS PER SEMESTER

LACTURE	CLASS	LABORATORY	PROJECT	SEMINAR
15E	15			

COURSE AIMS

- C1. Acquainting the students with basic knowledge on management.
 C2. Acquainting the students with most important schools (directions) of management.
 C3. Passing the knowledge and principles on basic functions of management: planning, organizing, managing people and control in enterprises.

ENTRY REQUIREMENTS FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCES

1. Student should possess the ability to express their opinion on subjects connected with organization's functioning.
2. Student possesses general knowledge on economic processes occurring in the contemporary world.
3. Student should be able to cooperate in the team

Learning ourcomes

- EU 1 - Student identifies various methods of enterprises management.
 EU 2 - Student recognizes functions, principles and instruments of management that refer to all management levels.
 EU 3 - Student can recognize the enterprise due to its structure and connection with the external environment.
 EU 4 - Student knows different styles of people management and decision making

COURSE CONTENT

Type of teaching – LECTURE	Number of hours
W 1 - Management its nature and meaning. Interdisciplinarity of management sciences.	1
W 2 - Basic trends in the management theory.	1
W 3 - Introduction to basic management functions. Types of enterprise resources.	1
W 4 - Roles of the manager in enterprise - interpersonal, informative, decisionmaking. Managerial skills - technical, interpersonal, conceptual, diagnostic and analytic.	1
W 5 - Internal and external environment of the enterprise.	1
W 6 - Types of enterprise plans - strategic, tactical, operational. Time limits of planning. Strategy formulation at enterprise level. Porter's competitive strategies, product life cycle.	1
W 7 - Decision-making process - types of decisions, conditions of making decisions.	1
W 8 - Rational and behavioural look at decision-making.	1
W 9 - Organizing, organizational structure, scope of management.	1
W 10 - Creating enterprise structures depending on technical and organizational conditions.	1
W 11 - Mechanistic and organic organization - characteristic features.	1
W 12 - Managing people - leadership. Introduction to the theory of motivation and building a motivation system. Areas of motivating.	1
W 13 - Management styles. Classification of management styles. Techniques and methods of people management.	1
W 14 - Control at the enterprise. Control process stages. Control areas. at the enterprises - resource control and processes and actions carried out with them. External control of the enterprise. Features of an effective control at the enterprise.	1
W 15 - Selected methods of enterprise management - reengineering, benchmarking, outsourcing, and time management.	1
Type of teaching – CLASSES	Number of hours
C 1 - Introductory classes - basic information on enterprise functioning in contemporary market reality. Principles of carrying out tasks in groups, division into sub-groups.	1
C 2 - External environment and internal conditionings of enterprise operation.	1
C 3 - Determining the identity and goals of enterprise.	1
C 4 - Importance of planning at the enterprise - nature, features, types of plans. Key principles and	1

stages of the planning process.	
C 5 - Organizing as a management function.	1
C 6 - Creating enterprise structures. Designing the organizational structure of the enterprise.	1
C 7 - Leadership - types of authority, authority at the managerial level.	1
C 8 - The general model of motivation.	1
C 9 - Importance and designing of control systems.	1
C 10 - Exercises in the scope of outsourcing.	1
C 11 - Exercises in the scope of reengineering.	1
C 12 - Exercises in the scope of benchmarking and time management.	1
C 13 - Communication at the enterprise.	1
C 14 - Decision-making process at the enterprises.	1
C 15 - Knowledge check. Final test.	1

TEACHING TOOLS

1. Scripts
2. Audio-visual equipment
3. Multimedia presentations
4. Case study / practical examples
5. e-learning platform

WAYS OF ASSESSMENT (F – FORMING, P – SUMMATIVE)

- F1. Activeness in the classes
 F2. Practical exercises in groups
 F3. Assessing presentations of analysed issues - evaluation discussion
 F4. Evaluation of tasks performed on the e-learning platform
 P1. Final test
 P2. Written exam (test)

STUDENT WORKLOAD

Form of activity		Average number of hours for realization of the activity		
		[h]	ECTS	ECTS
Contact hours with the teacher	LECTURE	15	0.6	1.56
Preparing to exam		22	0.88	
Exam		2	0.08	
Contact hours with the teacher	CLASSES	15	0.6	1.32
Preparing to classes		18	0.72	
Getting Acquainted with the indicated literature		20	0.8	0.8
Consultation		8	0.32	0.32
TOTAL NUMBER OF HOURS / ECTS CREDITS FOR THE COURSE		100	Σ 4	

BASIC AND SUPPLEMENTARY RESOURCE MATERIALS

Basic resources:

1. Stoner, James A. F. Stoner, Charles Wankel Kierowanie, Państw. Wydaw. Ekon., 1992. i późniejsze
2. Kazimierz Krzakiewicz, Szymon Cyfert, Podstawy zarządzania organizacjami, Poznań : Wydaw. Uniwersytetu Ekonomicznego, 2015.
3. Griffin R.W., Podstawy zarządzania organizacjami, PWN, Warszawa 1998 i późniejsze
4. Smola K., Virtual Organization of Work Space - a System Grasp, Eastern Macedonia and Thrace Institute of Technology, Department of Accounting and Finance, Greece 2017
5. Zukovskis J., Pyplacz P., Sasak J., Shaping Small and Medium-Sized Enterprises' Business Environment, Journal of Intercultural Management, Vol.7, nr 3, 2015

- Wrzałik A., Niedbał R., Sokołowski A., The Model of Managerial Decisions' Support in the Process of Choosing an Internet Shop Application, Polish Journal of Management Studies, Vol.12 nr 2. 2015

Supplementary resources:

- Kiełtyka L., Jędrzejczyk J., Kobis P., Wyzwania współczesnego zarządzania. Tendencje w zachowaniach organizacyjnych, Dom Organizatora, Towarzystwo Naukowe Organizacji i Kierownictwa 2015
- Wrzałik A., Niedbał R., Sokołowski A., Hierarchiczny model decyzyjny w procesie wyboru systemu rekrutacji i selekcji personelu, Wydawnictwo Wydziału Zarządzania Politechniki Częstochowskiej, 2016
- Smoląg K., Wrzałik A., Rozwój i doskonalenie funkcjonowania organizacji. Teoretyczne i praktyczne aspekty zarządzania współczesną organizacją, Wydawnictwo Wydziału Zarządzania Politechniki Częstochowskiej, 2016
- Kiełtyka L., Smoląg K., Współczesne wyzwania przedsiębiorstw - przegląd wybranych koncepcji zarządzania przedsiębiorstwem, Wydawnictwo Wydziału Zarządzania Politechniki Częstochowskiej, 2018
- Pyplacz P., Dudek D., Rozwój i doskonalenie funkcjonowania organizacji. Determinanty rozwoju współczesnych organizacji, Wydawnictwo Wydziału Zarządzania Politechniki Częstochowskiej, 2016

TEACHERS (NAME, SURNAME, E-MAIL ADDRESS)

- Prof. DSc. PhD Eng. Leszek Kiełtyka - lectures: leszek.kieltyka@wz.pcz.pl
- PhD Eng. Rafał Niedbał - rafal.niedbal@wz.pcz.pl
- Prof. PCz PhD Eng. Klaudia Smoląg - klaudia.smolag@wz.pcz.pl
- PhD Eng. Paula Pyplacz - paula.pyplacz@wz.pcz.pl

MATRIX OF LEARNING OUTCOMES REALISATION

Learning outcome	Reference of given outcome to outcomes defined for whole program (PRK)	Course aims	Course content	Teaching tools	Ways of assessment
EU1	K_W02, K_W04, K_U03, K_U04, K_U06, K_U11, K_K04	C1, C2	W1-W2, W13, W15, C1, C3, C10-C12, C15	1, 2, 3, 5	P1, P2, F4
EU2	K_W02, K_W04, K_U03, K_U04, K_U06, K_U07, K_U11, K_K04	C1, C3	W3-W4, W6-W10, W12-W14, C4-C9, C13- C14	1, 2, 3, 4, 5	F1, F2, F3, F4, P1, P2
EU3	K_W02, K_W04, K_U03, K_U04, K_U06, K_U11, K_K04	C1, C3	W5, W9- W11, C2, C5-C6, C15	1, 2, 3, 4, 5	F1, F2, F4, P1, P2
EU4	K_W02, K_W04, K_U03, K_U04, K_U06, K_U11, K_K04	C1, C3	W7, W8, W12, W13, C7, C8, C14	1, 2, 3, 4, 5	F1, F2, F4, P1, P2

FORM OF ASSESSMENT - DETAILS

	grade 2	grade 3	grade 4	grade 5
EU1	Student cannot indicate any methods or concepts connected with enterprise management.	Student can selectively indicate methods and concepts of enterprise management.	Student can indicate majority of methods and concepts of enterprise management.	Student can indicate methods and concepts of enterprise management and can interpret them.
EU2	Student does not know functions, principles and instruments of management. Student cannot identify management levels	Student recognizes some functions, principles and instruments of management, but cannot place them in the structure of enterprise	Student recognizes selected functions, principles and instruments of management and can place them in the structure of enterprise.	Student recognizes selected functions, principles and instruments of management and can attribute them to proper management levels
EU3	Student does not know basic types of organizational structures. Student does not know elements of enterprise environment.	Student knows selected organizational structures, but cannot refer them to functioning enterprises.	Student knows selected organizational structures and can refer them to functioning enterprises.	Student can indicate and characterize any enterprise due to its structure and connection with the external environment.
EU4	The student does not know the basic styles of people management and decision making	The student knows selected styles of people management and decision making	The student can point out and characterize several styles of people management and decision making	The student can point and characterize different styles of people management and decision making

ADDITIONAL USEFUL INFORMATION ABOUT THE COURSE

1. Information where presentation of classes, instruction, subjects of seminars can be found, etc. - presented to students during first classes, if required by the formula classes are sent electronically to the e-mail addresses of individual dean groups.
2. Information about the place of classes - Information can be found on the website of the Faculty of Management.
3. Information about the timing of classes (day of the week / time) - Information can be found on the website of the Faculty of Management
4. Information about the consultation (time + place) - Information can be found on the website of the Faculty of Management

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Coordinator