

Subject (course) name: Fundamentals of Organization and Management		
Programme: Automation & Robotics Specialty: -		Subject code: 3KO
		Title graduate: Engineer
Type of course: obligatory	Course level: First-cycle studies	Year: I Semester: II Semester: summer
Form of classes: Lectures, Classes, Labs, Seminar, Project	Number of hours per week: 1L, 1C, 0, 0, 0	Credit points: 3 ECTS

GUIDE TO SUBJECT

SUBJECT OBJECTIVES

- C1. To familiarize students with the basic concepts of management styles and organizations skills at the strategic, tactical and operational level.
- C2. Students acquire practical skills in building and interpreting selected tools to analyze the environment, the structures and resources of an organization.
- C3. Provide students with basic knowledge of conflict resolution and making changes, including the use of heuristic methods.

SUBJECT REQUIREMENTS

- 1 General knowledge at the level of secondary education.
- 2 The ability to work independently and ability to work in a group.
- 3 The ability to prepare a report on the implementation of tasks.
- 4 The ability to use literature and online resources.

LERNING OUTCOMES

- EK 1 - The student has theoretical knowledge about the basic concepts of management and the organization of work at the various levels of management.
- EK 2 - The student knows and recognizes the relationships between distal and proximal surrounding of entities and in basic level can use some of the tools to analyze it.
- EK 3 – The student is able to correctly apply selected heuristic method in processes of change and conflict resolution.
- EK 4 - The student is able to identify and apply basic tools of Lena Management and Theory of constraints.
- EK 5 - Student is able to use the acquired knowledge in the process of active participation in the labor market.

SUBJECT CONTENT

Form of classes - lectures

Topic	Hours
L 1 –Basic concepts of management and organization of work	1
L 2 – Management at the strategic, tactical and operational level – general rules	1
L 3 – Lean Management - theoretical basics and selected practical applications	1
L 4 – Heuristic methods - a tool to support the management	1
L 5 – Distal surroundings' analysis – selected methods	1
L 6 – Proximal surroundings' analysis – selected methods	1
L 7 – Strategic analysis of the organization's resources – part 1	1
L 8 – Strategic analysis of the organization's resources – part 2	1
L 9 – Integrated methods of strategic analysis - SWOT analysis	1
L 10 – Integrated methods of strategic analysis - SPACE analysis	1

L 11 – Strategies for development based on external methods - mergers and acquisitions	1
L 12 – Strategies for development based on external methods - strategic alliances	1
L 13 – Theory of Constraints - theoretical basics and selected practical applications	1
L 14 – Basic issues associated with change management and with overcoming conflicts in organizations.	1
L 15 – Labor market - determinants of behavior	1
Total	15

Form of classes – classes

Topic	Hours
C 1 - Planning, organizing, controlling, motivating - team work	1
C 2 - The mission of the organization and the individual missions, synergy in management	
C 3 - Lean Management - Case study	
C 4 - Heuristic methods - examples of creative solutions	
C 5 – Distal surroundings and competitive environment - Five Forces Analysis	
C 6 - Map of strategic groups - Case study	
C 7 - BCG Matrix	
C 8 - McKinsey Matrix	
C 9 - SWOT analysis - Case study	
C 10-SPACE Analysis - Case study	
C 11 - Mergers and Acquisitions - examples of strategies	
C 12 - Data analysis of the strategic alliance - Case study	
C 13 - Theory of Constraints - constraints in practice - a team game	
C 14 - Resistance to change and how to overcome it	
C 15 - Preparing for job interviews - team work	
Total	15

STUDY METHODS

1. Seminar lectures
2. Lectures using multimedia presentations
3. Auditorium classes – case studies and discussion
4. Auditorium classes - work in teams
5. Auditorium classes - simulation games

EDUCATIONAL TOOLS

1. Audiovisual equipment, black(white)board, lectures in electronic version
2. Instructions for performing case studies and simulation games in the form of presentation

METHODS OF ASSESMENT (F – Forming, P – Summary)

F1. Evaluation of preparation for the lecture - oral answer
F2 Evaluation of preparation for classes - oral answer
P1. Lecture: evaluation of knowledge of the material that is the subject of lectures - short individual tasks and case studies carried out during lectures (100% of the grade)
P2. Classes: Assessment of the ability to draw conclusions based on problem solving and case studies carried out individually and in teams (using literature) (100% of the grade)

STUDENT WORKLOAD

Form of activity	Averaged workload (hours)		
	[h]	∑ [h]	ECTS
Participation in class activities	lecture	15	2
	classes	15	
Preparation for tutorials (reading literature)	8	14	1
Individual preparation for case studies and simulation games and making discussions during lectures based on the recommended literature	6		
Total		44	3

2. Lynch R., Strategic Management, 6/E, Financial Times Press 2012
3. Koontz H. and Weinhrich H. 1990. Essentials of Management 4th Edition New York: McGraw Hill.
4. Barney Jay B. and Griffin, Ricky. 1992. The Management of Organisations; Strategy, Structure and Behaviour. Boston: Houghton Mifflin Co.

Learning objectives	In relation to the learning outcomes specified for the field of study	Subject objectives	Study methods	Methods of assessment

II. EVALUATION

Grade	Outcome
EK1	The student has theoretical knowledge about the basic concepts of management and the organization of work at the various levels of management.
2 (F)	The student does not distinguish between the basic concepts of management and cannot indicate levels of management.
3 (E)	The student can name the basic concepts characterizing the management process (planning, organizing, controlling, motivating) and management levels (strategic, tactical, operational).
4 (C)	The student knows and is able to point out the differences between the different parts of the management process and between levels management activities.
5 (A)	The student is able to identify the basic characteristics of the management process and assign its weights on the different levels of management (strategic, tactical, operational).
EK2	The student knows and recognizes the relationships between distal and proximal surrounding of entities and in basic level can use some of the tools to analyze it.
2 (F)	
3 (E)	Student distinguishes closer and further environment surrounding the organization from its resources, but cannot use the integrated management methods to characterize it.

4 (C)	The student recognizes the analysis methods and resources of the organization, but cannot interpret the results.
5 (A)	The student recognizes the environment analysis methods and resources of the organization, understands tools and is able to use the selected integrated management method for determining the strategy of the entity.
EK3	The student is able to correctly apply selected heuristic method in processes of change and conflict resolution.
2 (F)	The student understands the importance of the resistance to change in organizations, does not know what is heuristics.
3 (E)	The student can call the selected heuristic methods and can indicate their possible use in management processes.
4 (C)	The student uses the optionally chosen heuristic method
5 (A)	Student is able to correctly apply the selected heuristic method in order to find solutions in situations of conflict and change processes.
EK4	The student is able to identify and apply basic tools of Lean Management and Theory of constraints.
2 (F)	Student does not distinguish between lean management and theory of constraints.
3 (E)	The student can determine between Lean management and management approaches based on theory of constraints.
4 (C)	The student is able to define the basic principles of Lean management and theory of constraints.
5 (A)	The student knows the basic management tools of lean management and theory of constraints and can apply them to solve the problem.
EK5	Student is able to use the acquired knowledge in the process of active participation in the labor market..
2 (F)	Student is not able to prepare application documents (or self-presentation) related to the processes of recruitment and selection in the labour market.
3 (E)	The student is able to identify the basic principles enabling the correct preparation for job interviews.
4 (C)	Students can prepare documents and presentation for recruitment meeting and knows the basic rules of behaviour during the interview.
5 (A)	Students can demonstrate their independence in the process of searching for information on the labour market can professionally prepare documents needed in the application process and know how in a practical way to use their knowledge in the field of management during the selection interview.

III. OTHER USEFUL INFORMATION

1. All information for students on the schedule are available on the notice board and on the website: www.el.pcz.pl
2. Information on the consultation shall be provided to students during the first lecture and will be placed on the website www.el.pcz.pl
3. Terms and conditions of credit courses will be provided to students during the first lecture