

Title:	Basics of Management (2017/2018)
Lecture hours:	60 (30 lectures/30 classes)
Study period:	winter
Level:	Bachelor
Location:	Wroclaw, Wroclaw University of Economics
Assessment:	<p>Assessment Weighting (general):</p> <p>[1] Classwork (50%)</p> <p>[2] Exam (50%)</p> <p>Classes: final exam (oral), activities during the classes: case studies, essays, exercises (teamwork) in terms of particular classes' topics presented briefly by each team</p> <p>Examination: 2 midterms and oral examination.</p>
Language:	English
Prerequisites:	<i>None</i>
Learning activities and methods used	<p>The module is delivered by a combination of various methods to ensure the attainment of the learning outcomes of the module:</p> <p>[1] Lecture with audio-visual aids (MS PowerPoint presentation) is used to introduce a new topic and offer the guidance for further self-directed study.</p> <p>[2] Classes provide opportunities for clarifying difficult points of the subject, as well as group discussion of questions and case studies.</p> <p>[3] Case studies are used as a means to stimulate thinking, to exercise situation analysis and develop problem solving skills.</p> <p>[4] Independent learning is important for this module. While guidance will be provided by lecture and reading list, great emphasis is placed on the independent research and studies which will consolidate and develop students' knowledge.</p> <p>[5] Other methods such as oral presentation are also adopted.</p>
Course content:	<p>The subject presents the basic issues connected with managing organizations. It is concentrated on the process of managing and its functions (tasks) as well as it concerns selected determinants of effective and efficient management.</p> <p>Course topics:</p> <p>[1] Managers and managing</p> <p>[2] Environment</p> <p>[3] Planning</p> <p>[4] Organizing (part 1)</p> <p>[5] Organizing (part 2)</p> <p>[6] Motivating (part 1)</p> <p>[7] Controlling</p> <p>[8] Leading</p> <p>[9] Management Process</p> <p>[10] Communication</p> <p>[11] Hippocratic Oath for Managers</p> <p>[12] Groups and teams</p> <p>[13] Evolution of Management</p> <p>[14] Midterm 1</p> <p>[15] Midterm 2</p>
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Basic References:	<p>Stańczyk – Hugiet E., Lichtarski J.M., Piórkowska K., Management. Functions. Strategies. Methods, Wroclaw 2010.</p> <p>Jones G.R., George J.M., Contemporary Management, McGraw-Hill 2008.</p>