

Subject				
Introduction to Management				
ECTS code	Semester	Faculty: Finance		
	1	Major: Finance and Accounting		
		Corporate Finance and Accounting		
Faculty:				
Lecture: Krzysztof Machaczka (Ph.D.)				
Classes: Tomasz Bober (MA)				
System of studies:				
full time, first degree				
Subject status	Pass requirement	Number of contact hours		ECTS points
		Lectures	Classes	
Elective course	Exam	30	15	6
Teaching language				
English				
Subject provisions and objectives (including the expected can-do of students on completion of the course)				
<div>1. Developing knowledge of fundamental management concepts and skills</div> <div>2. Identifying the internal and external factors that managers must confront in their daily work</div> <div>3. Identifying the key competencies needed to be an effective manager</div> <div>4. Understanding of the historical development of management theories and the implications for the management of present organizations</div> <div>5. Demonstrating critical thinking when confronting managerial problems</div>				
Teaching curriculum ( in case of prescribed subjects, compliance with the standards, maximum 15 topics)				
<div>I. Management Theories</div> <div>II. Planning</div> <div>III. Organizing</div> <div>IV. Staffing</div> <div>V. Directing</div> <div>VI. Controlling</div> <div>VII. Modern Management Challenges</div>				
Class topics (maximum 15 topics)				

1. Scientific Management Theory, Bureaucratic Management Theory, Human Relations Movement
2. Principles of Planning; Making Decisions; Strategic Planning
3. Fundamentals of Organizing; Responsibility, Authority, and Delegation
4. Selecting and training for positions; Motivation
5. Influencing and Communication; Leadership; Focusing on results
6. Principles of Controlling; Production and Control
7. Coping with change and uncertainty; Information Technology

#### **Introductory topics**

1. Organization. Management, Resources
2. The environment in which the organization operates (economic, social and political environment; technological advance)
3. Leavitt's System Model ; 7s Model
4. Encouraging Creativity and Innovation

#### **Teaching methods**

- Lectures and classes involve: Lectures, case studies, discussions, management games, and presentations of current issues related to course contents.
- Self study: Students are obliged to read before class the relevant chapters of the textbook, materials, and information on indicated websites. They are to be prepared to raise questions and arguments in class on related topics.
- Action learning: Students are encouraged to learn actively and cooperatively in teams. Group projects require ability to search for data, do market research and to draw conclusions.

#### **Basic literature and other sources**

Basic literature:

- R.W. Griffin, *Management*, Houghton Mifflin Company, Boston 2008
- J.A.F. Stoner, R.E. Freeman, D.R. Gilbert Jr., *Management*, Prentice-Hall International 1995

Other sources:

- S. Gurvis, *Management Basics – A Practical Guide for Managers*, FW Publications, Avon 2008

<b>Pass requirements for signature/examination</b>
<p><b>Lecture:</b> <i>Exam</i></p> <ul style="list-style-type: none"><li>• The final exam will be cumulative covering the entire semester. Any student who misses an exam due to an excused absence is required to take an exam with the students who fail.</li></ul> <p><b>Classes:</b> <i>Group project</i></p> <ul style="list-style-type: none"><li>• The project is intended to prove the understanding of the concepts presented in class on the example of chosen company and to continue the development of the teamwork and communication skills.</li></ul>
<b>Examples of questions for tests and examinations</b>
<ul style="list-style-type: none"><li>• Describe 7S Model</li><li>• The advantages and disadvantages of a matrix structure</li></ul>

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E1	1	Major: Finance and Accounting		
		Corporate Finance and Accounting		
Faculty:				
Lecture: Krzysztof Machaczka (Ph.D.)				
Classes: Tomasz Bober (MA)				
System of studies:				
Part-time first degree				
Subject status	Pass requirement	Number of contact hours		ECTS points
		Lectures	Classes	
Elective course	Exam	18	9	6
Teaching language				
English				
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