



UNIwersYTET
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Basics of Organization and Management

Educational subject description sheet

Basic information

Study programme Governance of Organizations		Didactic cycle 2024/25
Speciality -		Subject code 31GORS.11N.02341.24
Organizational unit Collegium Polonicum Słubice		Lecture languages English
Study level First-cycle programme		Course type Obligatory
Study form Full-time		Block Subjects not assigned
Education profile General academic		
Subject coordinator	Paulina Pospieszna	
Lecturer	Paulina Pospieszna	
Period Semester 1	Activities and hours • Lecture: 15, Exam • Classes: 15, Graded credit	Number of ECTS points 6

Goals

Code	Goal
C1	The course will clarify the nature and emergence of management. The goal is also to set up the main theoretical perspectives on management and to show how these complement each other. Students will learn about management skills and as well as the role of management, the process of managing, and the context within which managers work.
C2	Students will be introduced into basics of managing in today's workplace, including planning, managing strategy, designing organizations structures, managing human resources and creating (and managing) teams, but also will learn about the challenges with managing diversity, change and disruptive innovation as well as managing the external environment and the organization's culture.
C3	Within the course, an instructor will discuss to manage communication, individual behavior, motivate employees, overall, what it means being an effecting leader and what the most recent findings in the literature on management are.

Subject learning outcomes

Code	Outcomes in terms of	Learning outcomes	Examination methods
Knowledge - Student:			
W1	Knows the essence of management, management concepts and methods, and the latest management trends.	GOR_K1_W04	Test, Multimedia presentation
W2	Knows the change management and the possible causes, course, scale and consequences of these changes.	GOR_K1_W11	Test, Multimedia presentation
W3	Is able to analyze and solve teamwork problems.	GOR_K1_W12	Essay, Multimedia presentation
W4	Understands new developments in public administration (New Public Management and Good Governance).	GOR_K1_W06	Essay, Multimedia presentation
W5	is able to use the management function in public administration in practice and to pay attention to the effectiveness of the functioning of public administration bodies.	GOR_K1_W06	Test, Multimedia presentation
Skills - Student:			
U1	Knows the principles of planning, strategic management, organizing, managing people and human resource management.	GOR_K1_U09	Project, Multimedia presentation
U2	Understands concepts and terms in the field of management science.	GOR_K1_U01	Project, Multimedia presentation
U3	Is able to analyse and solve organizational problems.	GOR_K1_U12	Project, Multimedia presentation
U4	Understands new developments in public administration (New Public Management and Good Governance).	GOR_K1_U09	Essay, Multimedia presentation
U5	Is able to use the management function in public administration in practice and to pay attention to the effectiveness of the functioning of public administration bodies.	GOR_K1_U09	Test, Multimedia presentation

Code	Outcomes in terms of	Learning outcomes	Examination methods
U6	Is able to use management styles in practice.	GOR_K1_U02	Test, Multimedia presentation
Social competences - Student:			
K1	Knows the essence of management, management concepts and methods, and the latest management trends.	GOR_K1_K08	Project, Multimedia presentation
K2	Understands the new developments in public administration (New Public Management and Good Governance).	GOR_K1_K03	Project, Essay, Multimedia presentation
K3	Is able to use the management function in public administration in practice and to pay attention to the effectiveness of the functioning of public administration bodies.	GOR_K1_K03	Project, Multimedia presentation
K4	Is able to support creative and entrepreneurial behavior.	GOR_K1_K04	Project, Multimedia presentation
K5	Is able to use appropriate methods or tools to manage human resources, especially those operating in public institutions.	GOR_K1_K02, GOR_K1_K03	Project, Multimedia presentation

Study content

No.	Course content	Subject learning outcomes	Activities
1.	Introduction to the management, historical sources of management, overview of management schools.	W1, U2, K1	Lecture, Classes
2.	Managers and management: the essence and features of managerial work, components and areas of management, functions and managerial roles.	W1, U1	Lecture, Classes
3.	Planning: basic elements, dimensions of the planning process, stages of the planning process.	W2	Lecture, Classes
4.	Managing decision-making and solving organizational problems.	W2	Lecture, Classes
5.	Strategic management: The nature of strategic management; using SWOT analysis to formulate a strategy.	W5, U5, K3	Lecture, Classes
6.	Organization: organizational structures; rules, formalization and components of the organization.	W3	Lecture, Classes
7.	Managing human resources: recruiting, improving and maintaining HR.	U3, U6	Lecture, Classes
8.	Change management: the essence and types of changes, change planning, learning change.	W2, U3	Lecture, Classes
9.	Leadership: the essence and theories of leadership.	U6	Lecture, Classes
10.	Management of interpersonal relations and communication; managing groups and work teams.	U6, K4	Lecture, Classes
11.	The basics of motivating employees: main theories of motivation, methods and tools.	U3	Lecture, Classes

No.	Course content	Subject learning outcomes	Activities
12.	The concept, features, functions and entities of public management.	U6	Lecture, Classes
13.	Management models in public administration I: Bureaucratic model and New Public Management (NPM).	W4, U4, K2, K5	Lecture, Classes
14.	Management models in public administration II: Good Governance.	W4, U4, K2, K5	Lecture, Classes

Additional information

Activities	Teaching and learning methods and activities
Lecture	Lecture with a multimedia presentation of selected issues, Conversation lecture, Discussion, Case study, Research method (scientific inquiry)
Classes	Lecture with a multimedia presentation of selected issues, Conversation lecture, Discussion, Case study, Research method (scientific inquiry), Project method

Activities	Credit conditions
Lecture	<p>To pass the test student has to gain at least 60% of points. To take the test student has to gain positive grade of the classes</p> <p>Very good (bdb; 5,0): excellent knowledge, very well mastered skills and well-developed personal and social competences;</p> <p>Good plus (+db; 4,5): in-depth knowledge, well-learned skills and well-developed personal and social competences;</p> <p>Good (db; 4,0): good knowledge, well-learned skills and well-developed personal and social competences;</p> <p>Satisfactory plus (+dst; 3,5): satisfactory knowledge, skills and personal and social competences;</p> <p>Satisfactory (dst; 3,0): basic knowledge, acquired the most important skills and developed basic personal and social competences;</p> <p>Unsatisfactory (ndst; 2,0): unsatisfactory knowledge, uncommon skills and uneducated personal and social competences.</p>
Classes	<p>The presence is obligatory. In case of absence student has to prepare 6 pages essay. The final grade is an average grade of 3 activities: essay, project and presentation. To pass student has to gain positive grade from each activity.</p> <p>Very good (bdb; 5,0): excellent knowledge, very well mastered skills and well-developed personal and social competences;</p> <p>Good plus (+db; 4,5): in-depth knowledge, well-learned skills and well-developed personal and social competences;</p> <p>Good (db; 4,0): good knowledge, well-learned skills and well-developed personal and social competences;</p> <p>Satisfactory plus (+dst; 3,5): satisfactory knowledge, skills and personal and social competences;</p> <p>Satisfactory (dst; 3,0): basic knowledge, acquired the most important skills and developed basic personal and social competences;</p> <p>Unsatisfactory (ndst; 2,0): unsatisfactory knowledge, uncommon skills and uneducated personal and social competences.</p>

Literature

Obligatory

1. Boddy D. (2018). Management: An Introduction. (or the last edition).
2. Robbins S. P., Coulter M., Fernandez A. (2019). Management. (or newer edition).
3. Robbins S. P., Judge T. A., Vohra N. (2018). Organizational Behaviour. (or the latest edition).

Calculation of ECTS points

Activities	Activity hours*
Lecture	15
Classes	15
Preparation for classes	30
Reading the indicated literature	30
Preparation of a multimedia presentation	20
Preparation of a project	40
Preparation for the exam	30
Student workload	Hours 180
Number of ECTS points	ECTS 6

* academic hour = 45 minutes

Efekty uczenia się dla kierunku

Kod	Treść
GOR_K1_K02	The graduate is ready to ability to initiate and define tasks and activities related to one's own professional work and public activity for the benefit of the social environment, as well as ways and means needed to implement them
GOR_K1_K03	The graduate is ready to ability to observe ethical principles and uphold professional achievements and traditions in one's work in public organisations and institutions, including public administration bodies, political parties, and other national and international organisations
GOR_K1_K04	The graduate is ready to ability to demonstrate entrepreneurship, creativity and innovation in one's professional work and public activity
GOR_K1_K08	The graduate is ready to ability to resolve conflicts arising within the organisation and between the organisation and its environment, with the use of ethical methods and means
GOR_K1_U01	The graduate can ability to use of basic theoretical knowledge and collect data to describe, interpret, evaluate, analyse and solve complex and non-typical social problems (political, legal, economic) at domestic and international levels
GOR_K1_U02	The graduate can ability to select and use appropriate methods and tools, including new technologies, to identify and carry out simple tasks related to the functioning of organisations
GOR_K1_U09	The graduate can ability to find provisions of generally applicable law related to a specific public institution and organisation
GOR_K1_U12	The graduate can ability to use a foreign language at B2 level according to the Common European Framework of Reference for Languages and ability to use terms which enable to participate in discourse on topics related to the functioning of local and international organisations
GOR_K1_W04	The graduate knows and understands understanding of basic determinants and challenges of the constitution, management and governance of organisations and institutions, including concepts and principles pertaining to the protection of intellectual property and copyright
GOR_K1_W06	The graduate knows and understands understanding of issues related to the impact of globalisation and scientific and technological progress on socio-political processes and the functioning of organisations (political, legal, economic)
GOR_K1_W11	The graduate knows and understands knowledge of factors that determine effective social communication, changes in the social communication market and causes, course, scale and consequences of these changes
GOR_K1_W12	The graduate knows and understands advanced understanding of communication challenges in building and managing teams and organisations