

<b>Title of Course</b>	<b>Fundamentals of Organization and Management</b>		
<b>Semester</b>	Spring/Winter		
<b>Teaching Hours per Course:</b>	<b>Total</b>	<b>- Lectures:</b>	<b>- Tutorials:</b>
	30	30	-
<b>ECTS Credits</b>	2		
<b>The content of education</b>			
<b>Aims of Course</b>	Students gain knowledge and skills about basic concepts of management: planning, organizing, managing people and controlling. Students learn how to deal with managerial problems and issues and how to make sensible decisions.		
<b>Program</b>	List of topics <ol style="list-style-type: none"> <li>1. History of management</li> <li>2. Manager's job</li> <li>3. Environment of management</li> <li>4. Planning (strategy, tactics and operations)</li> <li>5. Organizing</li> <li>6. Motivation</li> <li>7. Leadership</li> <li>8. Managing operations, quality and productivity</li> <li>9. Controlling</li> <li>10. Business ethics and corporate social responsibility</li> </ol>		
<b>Conditions of completion</b>	Student's work is divided into 10 topics. For each topic student should search for literature and prepare a Power Point presentation with detailed descriptions in a notes part.		
<b>Teacher</b>	Prof. Renata Walczak		