

WSB University						
Field of study: International Relations						
Course: Fundamentals of Organisation and Management						
Educational profile: <i>practical</i>						
Education level: I-cycle studies						
Number of hours per semester	1		2		3	
	I	II	III	IV	V	VI
Full -time studies (L/C/lab/pr/e)						
Part-time studies (L/C/lab/pr/e)						
CLASS LANGUAGES	English					
LECTURER						
FORM	Lecture, exercises, e-learning, project					
COURSE OBJECTIVES	The purpose of the course is to familiarize students with the basic mechanisms of management and operation of organizations					
Reference to learning outcomes		Description of learning outcomes			Verification of learning outcomes	
Field-related learning outcome	PQF					
Knowledge						
SM_W22	S1A_W07 S1A_W11	Knows the basic models and concepts of organization and management in the institutions of political and economic life.			Examination	
SM_W16	S1A_W05	Defines the basic concepts of social communication.			Examination	
SM_W26		Expands knowledge in various areas according to interests.			Examination	
SM_W22	S1A_W07 S1A_W11	Knows the basic models and concepts of organization and management in the institutions of political and economic life.			Examination	
Skills						
SM_U02	S1A_U01 S1A_U02 S1A_U03 S1A_U08	Has the ability to analyze global problems of the modern world.			Examination	
SM_U20	S1A_U07 S1A_U08	Has the ability to present his own ideas, doubts and suggestions supporting them with logical argumentation.			Examination	
Social competences						
SM_K01	S1A_K01 S1A_K04 S1A_K06	Has an awareness of the level of his knowledge and skills, understands the need for continuous professional development, determines the path of one's own development, improvement of skills and competencies			Oral xamination	
SM_K02	S1A_K02 S1A_K07	Able to work in a team performing both tasks related to the implementation of			Oral examination	

		imposed goals, as well as their setting and organizing the work of the team; identifies the benefits of teamwork.	
<b>Students' own workload (in didactic hours 1h did.=45 minutes)**</b>			
<b>Full- time</b> Participation in lectures = 18 Participation in classes = 12 Preparation to classes = 39 Preparation to lectures = 37 Preparation to an examination = 30 Project tasks = 30 e-learning = 6 Credit/Examination = 4 others (indicate which) = 15 <b>TOTAL: 191</b> <b>ECTS points:</b> <b>Including practical classes:</b>		<b>Part-time</b> Participation in lectures = Participation in classes = Preparation to classes = Preparation to lectures = Preparation to an examination = Project tasks = e-learning = Credit/examination = others (indicate which) = <b>TOTAL:</b> <b>ECTS points:</b> <b>Including practical classes:</b>	
<b>PREREQUISITES</b>	None		
<b>COURSE CONTENT (Division into contact hours and e-learning)</b>	<p>The content implemented in direct form:</p> <ul style="list-style-type: none"> <li>- The essence of management and its scope. The role of the micro- and macro-environment of the organization.</li> <li>- Functions of organizational management.</li> <li>- Selected methods of organizational management.</li> <li>- Purpose and its role in the process of organizational management- types, correctness of formulation.</li> <li>- Construction of organizations-organizational structures, models, features, advantages, disadvantages, conditions of application.</li> <li>- Man in the organization-from personnel administration to diversity management.</li> <li>- "There are no bad soldiers if there is a good general" - manager a key figure in the process of managing the organization.</li> <li>- Leading dysfunctions in the process of managing the organization and human capital.</li> <li>- Communication as a leading determinant of the effectiveness of the management process.</li> <li>- Organizational culture as a tool for improving the organizational management process.</li> </ul>		
<b>LITERATURE (compulsory reading)</b>	<ul style="list-style-type: none"> <li>• Dumas, M., Rosa, L. M., Mendling, J., &amp; Reijers, A. H. (2018). <i>Fundamentals of business process management</i>. Springer-Verlag.</li> <li>• Talib, F. (2013). An overview of total quality management: understanding the fundamentals in service organization. Talib, F.(2013), "An overview of total quality management: understanding the fundamentals in service organization", <i>International Journal of Advanced Quality Management</i>, 1(1), 1-20.</li> <li>• Griffin, R. W. (2022). <i>Fundamentals of management</i>. Cengage Learning, Inc..</li> </ul>		
<b>OPTIONAL LITERATURE (including at least two items in</b>	<ul style="list-style-type: none"> <li>• Certo, S. C., &amp; Certo, S. T. (2019). <i>Modern management: Concepts and skills</i>. Pearson.</li> </ul>		

English, either books or articles)	
<b>TEACHING METHODS</b> (Division into contact hours and e-learning)	<b>In face-to-face form:</b> - Multimedia presentation, discussion, problem-based learning, analysis of reports and content of training videos and case studies
<b>TEACHING AIDS</b>	multimedia presentation
<b>PROJECT</b> (if implemented in the framework of a classes module)	Creating a presentation on the topic of, for example: Purpose and its role in the process of managing the organization- types, correctness of formulation
<b>FORM AND CONDITIONS OF ASSESSMENT</b> (Division into contact hours and e-learning)	Three pieces of assessed work as follows: <ul style="list-style-type: none"> <li>- Oral (role-play group scene). The grade depends on the content, correctness and preserved logic of its presentation.</li> <li>- Written (test containing open and closed single-choice questions).The grade depends on the number of points obtained.</li> <li>- - The form of the exam is subject to consultation with students and depends on their preferences in this regard.</li> </ul>

\* L-lecture, C- classes lab- laboratory, pro- project, e- e-learning