

**CLASS CARD****Organization and management**

Basic classes	Code in the study plan	ECTS
Organization and management	20/1/I/S	2

Education profile	practical
Faculty and field of study	Faculty of Physical Education Chair of Management, Organization and Economy
Studies program in which the subject is realized	SPORT
Professor's name	Dr JOANNA BAÑBUŁA
Level of studies (eg. bachelor, master)	bachelor
Study year and semester	spring
Language	English
Method of realization (stationary/ distance learning)	stationary
Lectures/classes hours	30
Form of passing classes	Written test and presentation of the projects
Type of subject (obligatory/ facultative)	obligatory
Prerequisites	-

**DETAILED INFORMATION****Course aims and objectives**

<b>A1</b>	Familiarizing students with the basic directions (trends) in the science of organization and management and the functions of management.
<b>A2</b>	Acquiring the ability to solve various problems in the field of organization and management.

**LEARNING OUTCOMES IN KNOWLEDGE, SKILLS AND SOCIAL COMPETENCES FOR CLASSES**

Learning outcome	Subject's learning outcomes
<b>KNOWLEDGE</b>	
<b>K_W06</b>	<b>P_W01</b> The student is familiar with the basic trends in the science of organization and management. <b>P_W02</b> The student knows the main problems and tools of the management function.

<b>SKILLS</b>	
<b>K_U04</b>	<p><b>P_U01</b> The student has the ability to solve various management problems.</p> <p><b>P_U02</b> The student analyses and evaluates the activities of organizations operating in the field of physical culture.</p>
<b>SOCIAL COMPETENCES</b>	
<b>K_K01</b>	<b>P_K01</b> The student chooses a way of managing the unit or organization appropriate to the situation indicated.

## SUBJECT PROGRAM CONTENT DIVISION BY FORMS OF IMPLEMENTATION

<b>FORM OF CLASSES – LECTURE - subject</b>		<b>Reference to subject-specific learning outcomes</b>
<b>L1-2</b>	<p>Presentation of the subject matter of the lectures and the conditions for passing the course. Practical familiarisation of students with the principles and methods of work ensuring occupational health and safety when performing activities in the course with and/or without the use of technical devices, equipment.</p> <p>Basic concepts of organisation and management.</p> <p>The emergence and evolution of the development of the science of organisation and management.</p>	P_W01
<b>L3-6</b>	<p>Classical theories of management:</p> <p>Scientific organisation of work.</p> <p>Administrative direction and the theory of bureaucracy.</p> <p>Human relations orientation. Theories of motivation.</p> <p>Quantitative school.</p>	P_W01
<b>L7-8</b>	Integrative approaches: system and situational direction.	P_W01
<b>L9-10</b>	Selected contemporary management concepts: Benchmarking, Outsourcing, Reengineering, Controlling, TQM.	P_W01
<b>L11-12</b>	Types of organizational structures.	P_W01 P_W02
<b>L13-14</b>	Organizational culture. Levels of organizational culture E. Schein.	P_W01 P_W02
<b>L15</b>	Final written test.	P_W01 P_W02
<b>FORM OF CLASSES – CLASSES – subject</b>		<b>Reference to subject-specific learning outcomes</b>

<b>C1</b>	<p>Presentation of the subject matter of the course and the conditions for passing the course. Practical familiarisation of students with the principles and methods of work ensuring occupational health and safety when performing activities in the course with and/or without the use of technical devices, equipment.</p> <p>Organization as a socio-technical system.</p> <p>Analysis of the Leavitt model and the life cycle of an organization - a case study based on a selected organisation from the field of physical culture.</p>	P_U01, P_U02
<b>C2</b>	<p>Analysis of management functions: planning, organizing, motivating and controlling.</p> <p>Defining the concept of organization and management.</p>	P_U01, P_U02 P_K01
<b>C3</b>	Analysis of the organization's environment: competitive (micro-environment) and external (macro-environment) - a case study based on a selected organisation in the field of physical culture.	P_U01,P_U02 P_K01
<b>C4</b>	The process of planning and organizing activities in an organization. Designing organizational objectives - a case study based on a selected organization in the field of physical culture.	P_U01, P_U02 P_K01
<b>C5-7</b>	Vision, mission, strategic, tactical and operational objectives - a case study based on a selected physical culture organization.	P_U01,P_U02 P_K01
<b>C7</b>	Strategic, tactical and operational management - designing objectives for a selected physical culture organization.	P_U01,P_U02
<b>C8</b>	<p>Analysis of managers' leadership styles and skills.</p> <p>Types of managerial skills according to R. L. Katz: conceptual skills, humanistic skills, technical skills.</p> <p>Roles of managers according to H. Mintzberg: decision-making, informational, interpersonal roles.</p>	P_U01, P_U02 P_K01
<b>C9</b>	Relationships between management functions and managerial skills and levels of organizational structure - a case study of a selected organization in the field of physical culture.	P_U01, P_U02
<b>C10</b>	<p>Analysis of the motivation function in physical culture organizations. Practical application of motivation theory in organizations:</p> <p>ERG theory</p> <p>Maslow's theory</p> <p>Herzberg's two-factor theory</p> <p>McClelland's theory.</p>	P_U01, P_U02
<b>C11</b>	The use of motivation theory in organizations - a case study based on a selected organization in the field of physical culture.	P_U01,P_U02 P_K01
<b>C12</b>	Strategic analysis tools: Ansoff Matrix and BCG Matrix.	P_U02
<b>C13-14</b>	SWOT analysis - a case study based on a selected organization in the field of physical culture.	P_U01, P_U02 P_K01
<b>C15</b>	Student presentations.	P_U01, P_U02, P_K01

## PLANNED METHODS/FORMS/TEACHING MEANS

Program content	Teaching methods/forms
L1-15	Auditorium method

C1-15	Discussion, Case study, Practical activities, Student presentations
<b>Teaching resources:</b> computer, multimedia projector, thematic presentations	

## **METHODS OF VERIFYING THE EXPECTED LEARNING OUTCOMES ACHIEVED BY THE STUDENT**

<b>Learning outcomes for classes</b>	<b>Assessment methods</b>
P_W01, P_W02	written exam
P_U01, P_U02 P_K01	student presentations

## **CONDITIONS FOR PASSING CLASSES:**

### **Lectures**

Credit for lectures is awarded on the basis of a pass mark on a credit test. The pass mark is 60%. The form of the pass mark is test questions.

### **Classes**

The final grade for the exercises is based on the preparation of credit projects and their presentations. Presentation topics include:

1. A presentation on the use of classical management theories in contemporary organizations - a case study based on a selected organisation from the field of physical culture.
2. Creation of a vision, mission, strategic and operational goals for a selected organization in the field of physical culture.
3. Analysis of the macro and micro environment of a selected organisation in the area of physical culture
4. Preparation and presentation of the results of SWOT Analysis for a selected organization from the field of physical culture

The elements evaluated during the presentation (on a scale from 1 to 5) are: compliance with the topic, content level, technical elements (including aesthetics and clarity of the presentation) and manner of presentation.

### **Scoring system:**

- 5.0 100-90%
- 4.5 89-85 %
- 4.0 84-75 %
- 3.5 74-70 %
- 3.0 69-60 %

## **SAMPLE ASSESSMENT/EXAMINATION TOPICS**

1. Characterize the object of study - organization and management.
2. Explain the factual, activity and attribute-based view of organization.
3. Define an organization as a socio-technical system, describe its elements and the relationship between them.
4. Outline the functions of management.
5. Describe the relationship between the organization and the environment.
6. Interpret the further environment of the organization. Make a characterization.
7. List the areas of the further environment of the organization. Make a characterization.

8. How the various components of an organization's further environment may affect its activities. In which sectors and industries is the analysis of this dimension of the individual environment particularly important.
9. Give examples of how the components of the further environment may affect the operation of an organization.
10. What is a company's competitive environment and what elements does it consist of.
11. What is a SWOT analysis and what is its role in strategic management?
12. Introduce the concept of motivation and theories of motivation.

## ENGLISH BIBLIOGRAPHY

<b>Basic</b>	Drucker Peter, 2012, Management, HarperCollins Publishers Inc. Griffin Ricky W., 2021, Management 13th Edition, CENGAGE Learning.
<b>Additional</b>	Daft Richard L., 2012, Principles of Management, CENGAGE Learning. Daft Richard L., 2017, Management 12th Edition, CENGAGE Learning.

## SELF STUDY

Full-time studies		Type of activity
Number of hours to complete the activity	ECTS	
30	1,2	Classes requiring direct participation of academic staff (total)
7	0,28	Students' preparations of the presentations
10	0,4	Self-study as preparation to the written exam
3	0,12	Study of teaching materials
<b>50</b>	<b>2</b>	<b>Total hours / ECTS credits</b>

**Number of ECTS points that a student obtains in classes developing practical skills: 1.**

<b>Author of the class card:</b>	<b>Name, surname and email</b> Joanna Bańbuła joanna.banbula@awf.edu.pl
<b>Date:</b>	<b>10.04.2025</b>