

CLASS CARD**Basics of management**

Basic classes	Code in the study plan	ECTS
Basics of management	10/2/I/T	4

Education profile	Practical
Faculty and field of study	Faculty of Physical Education
Studies program in which the subject is realized	Tourism and Recreation
Professor's name	Agata Stefanowska
Level of studies (eg. bachelor, master)	bachelor
Study year and semester	1 year/2 semester
Language	English
Method of realization (stationary/ distance learning)	stationary
Lectures/classes hours	15/30
Form of passing classes	exam
Type of subject (obligatory/ facultative)	obligatory
Prerequisites	-

DETAILED INFORMATION**Course aims and objectives**

A1	The aim of Foundations of is to introduce students with bases of knowledge about the most important concepts, functions and processes of management.
A2	Students will gain knowledge about creating ability to diagnose and indicate ways to solve organizational problems, as well as fulfilling the tasks of basic management functions
A3	Participants will also learn the the need to constantly update organizational knowledge and its use in practical operation.

LEARNING OUTCOMES IN KNOWLEDGE, SKILLS AND SOCIAL COMPETENCES FOR CLASSES

Learning outcome	Subject's learning outcomes
KNOWLEDGE	
K_W01	Student knows and understands the roles and functions of management and the mechanisms of their mutual interaction on a narrower and broader scale.

SKILLS	
K_U01	Student is able to prepare an analysis of the organization's environment and define its goals at various levels.
K_U02	Student s able to acquire knowledge independently and in a team, and use it to diagnose management processes.
SOCIAL COMPETENCES	
K_K01	Student cooperates and works in a team, taking various roles
K_K02	Student is able to critically evaluate and analyse organizational and management activities.

SUBJECT PROGRAM CONTENT DIVISION BY FORMS OF IMPLEMENTATION

FORM OF CLASSES – LECTURE - subject		Reference to subject-specific learning outcomes
1	Basic concepts and terms.	K_W01
2	Discussion of classical management theories: Scientific management theory, administrative theory and bureaucratic theory, Human relations theory.	K_W01
3	Evolution of management theory, main directions.	K_W01
	Duties and responsibilities of the manager, managerial roles, delegation of powers.	
FORM OF CLASSES – CLASSES – subject		Reference to subject-specific learning outcomes
1	Motivation systems at work, theories of motivation: content, process and reinforcements.	K_U01 K_U02 K_K01
2	Management styles.	K_U01 K_U02
3	Theories of decision making, disruptions in the decision-making process.	K_U01 K_U02 K_K01
4	Mission statement and vision statement,	K_U01 K_U02 K_K01
5	Types of Plans, SMART metod criteria	K_U01 K_U02 K_K01
6	Analysis of the organization's environment: competitive (microenvironment) and external	K_U01 K_U02

	(macroenvironment) – a case study based on a selected organization from the field of tourism and recreation.	K_K01
7	SWOT Analysis	K_U01 K_U02 K_K02

PLANNED METHODS/FORMS/TEACHING MEANS

Program content	Teaching methods/forms
Lecturers	Auditorium method, discussion
Classes	group project, discussion of practical examples, keys studies
Teaching resources: computer, multimedia projector, board	

METHODS OF VERIFYING THE EXPECTED LEARNING OUTCOMES ACHIEVED BY THE STUDENT

Learning outcomes for classes	Assessment methods
K_W01	Test-exam
K_U01 K_U02 K_K01 K_K02	Presentation of group project

CONDITIONS FOR PASSING CLASSES:

Passing a written test (single-choice test, pass threshold 51%), preparing a project about “Organization of work in a company in the area of physical culture (multimedia presentation).

Assessment criterion:

- 5.0 100-90%
- 4.5 89-85 %
- 4.0 84-75 %
- 3.5 74-65 %
- 3.0 64-51 %

SAMPLE ASSESSMENT/EXAMINATION TOPICS

1. What are four managerial functions of management
2. What is the difference between mission and vision of the organisation
3. Who is responsible for creating strategic plans?
4. What type of plans are intermediate term?

ENGLISH BIBLIOGRAPHY

Basic	Griffin Ricky W., 2016, Management 12th Edition, CENGAGE Learning.
Additional	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	
15H	0,5	Contact hours - Lectures
30H	1	Contact hours - Classes
75H	2,5	Self study
120h	4	

Number of ECTS points that a student obtains in classes developing practical skills: 1,2

Author of the class card:	Name, surname and email
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