



## Subject: Basics of management

### GENERAL INFORMATION

Organization unit	Faculty of Physical Education Chair of Organisation, Management and Economy Chairman: Prof. Monika Piątkowska
Course name	Basics of Management
Subject code	10/2/I/T
Teaching language	English
Type of subject (obligatory/ facultative)	obligatory
Level of studies (eg. bachelor, master)	bachelor
Study year	1
Semester	1
ECTS points	4
Professor	Agata Stefanowska
Studies program in which the subject is realized	Tourism and recreation
Method of realization (stationary/ distance learning)	stationary
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.

#### Main topics

No	Topic
Lectures/classes	
1.	Basic concepts and terms.

2.	Evolution of management theory, main directions.
3.	Duties and responsibilities of the manager, managerial roles, delegation of powers.
4.	Motivation systems at work, theories of motivation: content, process and reinforcements.
5.	Management styles.
6.	Theories of decision making, disruptions in the decision-making process.
7.	Mission statement and vision statement
8.	Types of Plans
9.	SMART metod criteria
10.	SWOT Analysis

#### 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 %

**1 ECTS point = 30 hours students work (contact + self study)**

TYPES OF CLASSES	HOURS
1. Contact classes	45h
2. Students' preparations of the presentations	30h
3. Self study as preparation to the written exam	30h
4. Self study as reading text prepared by the teacher	15h
<b>Total = 120 hours- ECTS points 4</b>	



<b>Author of the class card:</b>	<b>Name, surname and email</b>
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