

**Subject:** Basics of Management

**I. General information**

<b>Organization unit</b>	Faculty of Physical Education Chair: Management, Organisation and Economics Supervisor:
<b>Course name</b>	Basics of Management
<b>Subject code</b>	10/2/I/T
<b>Teaching language</b>	English
<b>Type of subject (obligatory/ facultative)</b>	Obligatory
<b>Level of studies (eg. bachelor, master)</b>	Bachelor
<b>Study year</b>	1
<b>Semester</b>	2
<b>ECTS points</b>	4
<b>Teacher</b>	
<b>Studies program in which the subject is realized</b>	Tourism and Recreation
<b>Method of realization (stationary/ distance learning)</b>	Stationary
<b>Prerequisites</b>	None

**II. Detailed Information**

**Course aims and objectives**

A1	Basic knowledge of the most important concepts, functions and management processes.
A2	Ability to diagnose and solve organizational problems.
A3	Ability to fulfill the tasks of basic management functions.;
A4	The need to constantly update organizational knowledge.

**Learning outcomes**

Learning outcome	Subject's learning outcomes
<b>Knowledge</b>	

K_W07	Student knows the fundamentals and forms of social life organization, processes of social changes and forming categories of leisure and its kinds - tourism and recreation
K_W13	Student has the basic knowledge of management and marketing and the functioning of subjects organizing tourism and recreation
K_W18	Student knows methods and tools, including data acquisition, appropriate for tourism and recreation and useful for describing structures and social institutions and the processes taking place within them as well as between them
K_W19	Student knows the general principles of establishing and developing an individual enterprise typical for tourism and recreation
<b>Skills</b>	
K_U08	Student is able to obtain and use the information necessary for conducting tourist and recreational activities
K_U11	Student is able to use basic academic and practical knowledge and access data necessary to analyse specific processes and social phenomena in tourism and recreation
K_U18	Student has the ability to prepare a report (written or oral) on projects or research that (s)he has carried out
K_U20	Student has the ability to understand biological, psychological, social, cultural and economic determinants of taking the initiative connected with tourism and recreation
<b>Social Competences</b>	
K_K04	Student cooperates and works in a team, taking various roles
K_K07	Student understands the need for lifetime learning

#### Syllabus contents

No	Title
<b>Classes/ Practical classes</b>	
1	Basic concepts and terms. Evolution of management theory, main directions.
2	Functions of management, duties and responsibilities of the manager, managerial roles, delegation of powers.
3	Motivation systems at work, theories of motivation: content, process and reinforcements.
4	Management methods and techniques: planning, controlling, motivating.
5	Theories of decision making, disruptions in the decision-making process.
6	Organizational culture and intercultural management.

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

TYPES OF CLASSES	HOURS
Contact hours - Lectures	15H
Contact hours - Classes	30H
Self study	75H
<b>Total = 120H</b>	