

Subject: Organization and management

GENERAL INFORMATION

Organization unit	Faculty of: Faculty of Physical Education Chair of: Management, Organization and Economy Chairman: Dr hab. Monika Piątkowska prof. AWF
Course name	Organization and management
Subject code	20/1/I/S
Teaching language	English
Type of subject (obligatory / facultative)	obligatory
Level of studies (eg. bachelor, master)	bachelor
Study year	
Semester	spring
ECTS points	2
Professor	Dr JOANNA BAŃBUŁA
Studies program in which the subject is realized	SPORT
Method of realization (stationary/distance learning)	stationary
Prerequisites	-

DETAILED INFORMATION

Course aims and objectives

A1_Familiarizing students with the basic directions (trends) in the science of organization and management and the functions of management.
A2_Acquiring the ability to solve various problems in the field of organization and management.

Main topics

No	Topic
Lectures/classes	
1.	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.

	Basic concepts of organization and management. The emergence and evolution of the development of the science of organization and management.
2.	Classical theories of management: Scientific organisation of work. Administrative direction and the theory of bureaucracy. Human relations orientation. Theories of motivation. Quantitative school. Integrative approaches: system and situational direction.
3.	Selected contemporary management concepts: Benchmarking, Outsourcing, Reengineering, Controlling, TQM.
4.	Types of organizational structures.
5.	Organizational culture. Levels of organisational culture E. Schein.
6.	Organization as a socio-technical system. Analysis of the Leavitt model and the life cycle of an organisation - a case study based on a selected organization from the field of physical culture.
7.	Analysis of management functions: planning, organizing, motivating and controlling. Defining the concept of organization and management.
8.	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.
9.	The process of planning and organizing activities in an organization. Designing organizational objectives - a case study based on a selected organisation in the field of physical culture. Vision, mission, strategic, tactical and operational objectives - a case study based on a selected physical culture organization. Strategic, tactical and operational management - designing objectives for a selected physical culture organization.
10.	Analysis of managers' leadership styles and skills. Types of managerial skills according to R. L. Katz: conceptual skills, humanistic skills, technical skills. Roles of managers according to H. Mintzberg: decision-making, informational, interpersonal roles.
11.	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.
12.	Analysis of the motivation function in physical culture organizations. Practical application of motivation theory in organisations: ERG theory Maslow's theory Herzberg's two-factor theory McClelland's theory.
13.	The use of motivation theory in organizations - a case study based on a selected organization in the field of physical culture.
14.	Strategic analysis tools: Ansoff Matrix and BCG Matrix.

15.	SWOT analysis - a case study based on a selected organization in the field of physical culture.
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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 %

1 ECTS point = 25 hours students work (contact + self study)

TYPES OF CLASSES	HOURS
1. Contact classes	30
2. Students' preparations of the presentations	7
3. Self study as preparation to the written exam	10
4. Self study as reading text prepared by the teacher	3
Total = 50 hours- ECTS points 2	

Author of the class card:	Name, surname and email Joanna Bańbuła
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