



FACULTY: *Economic and Social Sciences*
COURSE: *Economics*
LEVEL OF EDUCATION: *first-level studies (bachelor)*
FORM OF EDUCATION: *full-time*
PROFILE: *practical*

SUBJECT CARD (Syllabus)

Subject Name: Management					ECTS credits: 3	
Lecturer: according to the list of lecturers and the schedule of classes						
Year: 1	Lectures	Seminars	Laboratory exercises	Exercise	BUNA*	Form of credit*
Semester: 2	21	0	0	24	0	E/ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic teacher						
The aim of the subject: to present key concepts in the field of business administration, to show the principles of performing management functions, as well as factors determining the effectiveness of decisions made.						
Didactic methods: <i>assimilation of knowledge through traditional lecture and independent pursuit of knowledge through analysis of problems with brainstorming and case study (CASE STUDY).</i>						
Prerequisites: <i>general knowledge of the functioning of enterprises in the market, general ability to formulate human needs and organizations, and general understanding of cause-and-effect relationships.</i>						
No	Subject matter of the classes					
I	LECTURES: <ol style="list-style-type: none"> 1. Review of the evolution of business administration concepts. 2. Analogies of organizations. 3. Leadership roles and skills. 4. Managerial styles. Practical examples. 5. Organizational strategies. Case study. 6. Organizational structures. 7. Motivation. Case study. 8. Control. 9. Decision-making process and organizational change. 					
II	SEMINARS: n/a					
III	LABORATORY EXERCISES: n/a					
IV	EXERCISE: <ol style="list-style-type: none"> 1. The essence of the manager's action. 2. Principles and importance of the planning process. 3. Principles and importance of the process of organizing activities. 4. Organizational structure, organizational analogies. 5. Principles, types and meaning of the motivation process. 6. Principles and importance of the control process. Audit vs. control. 					
V	BUNA: <ol style="list-style-type: none"> 1. Selected organizational analogies – practical examples. 2. Organizational structure vs. organization chart. 3. Employee motivation – efficiency and effectiveness of systems based on the examples of the organization. 					
Learning outcomes						
Directional effects – symbol and specification				Objective effects – specification		
in the field of <u>KNOWLEDGE</u>:						



P6U_W	P6S_WG	E1_W01 Has a comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and related to other scientific disciplines, knows and understands the basic terminology of economic sciences along with the application of this practical knowledge in business activities.	<p>Possess elementary knowledge of the essence of business administration and the evolution of concepts related to the business administration of the organization, knows the basic terminology referring to business administration processes.</p> <p>Has knowledge about the behavior of man in the organization of his needs related to functioning in the organizational structure and performing the duties entrusted to him at the workplace.</p> <p>Characterizes standard methods and tools of data acquisition and interprets what allow to analyze and interpret business administration surveys and efficiency, as well as the effectiveness of management activities.</p> <p>Describes the essence of entrepreneurship, knows the basic legal regulations and general principles related to the business administration of the enterprise and its resources.</p>
P6U_W	P6S_WG	E1_W05 Knows and understands at an advanced level the knowledge of man as an entity creating economic structures; knows the rules of human behavior in terms of satisfying needs, has elementary knowledge of the principles and motives of human action in the process of creating and implementing tasks and organizational changes of these structures. Knows how to apply knowledge in practice.	
P6U_W	P6S_WG	E1_W06 Knows and understands to an advanced degree the ways of applying and analyzing the results of selected quantitative tools in the description of facts, objects and phenomena concerning various areas of economic functioning and complex dependencies, as well as forecasting future scenarios of economic and social activity.	
P6U_W	P6S_WG P6S_WK	E1_W08 Has knowledge of the processes of development and transformation of entities, institutions and economic structures; recognizes the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness	
in terms of <u>SKILLS</u>:			
P6U_U	P6S_UW	E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes	Analyzes and documents the symptoms, causes and course and effectiveness of processes, as well as managerial functions in the organization



		in the context of legal, technological, political and cultural changes.	
P6U_U	P6S_UK P6S_UO	E1_U04 Communicates efficiently using terminology from the field of economic and related sciences both in a team of employees and use the advice of specialists from various fields of knowledge. Is able to present his own ideas and views attractively and convincingly.	<p>Uses theoretical knowledge and obtained data characterizing the course of processes and managerial functions in the organization.</p> <p>Formulates practical conclusions based on business administration documentation and formulates ideas and doubts related to the functioning managerial system, leading to optimization and improvement of managerial functions.</p> <p>Participates in the analysis and evaluation of alternative relationships related to effective, effective and optimal business administration.</p>
P6U_U	P6S_UWP6S_UK P6S_UO	E1_U07 Is able to cooperate with other people as part of teamwork or as a leader; takes a department in the analysis and evaluation of alternative solutions to economic problems and chooses methods and instruments to rationally resolve and optimize them.	
P6U_U	P6S_UW P6S_UO	E1_U10 Independently identifies, diagnoses and resolves problems and applies various variants of solutions in business practice, in connection with the studied specialty.	
in the field of <u>SOCIAL COMPETENCES:</u>			
P6U_K	P6S_KR P6S_KK	E1_K01 Is ready to critically assess the level of their knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts in case of difficulty in solving the problem on his/her own.	<p>Is able to independently supplement and improve knowledge and skills in the field of practically implemented activities and managerial functions. Understands the need to draw knowledge from available scientific publications and search for specialist (industry) literature, discussing current trends in the field of organization business administration - case study.</p> <p>Correctly identifies and diagnoses the determinants of the business administration and development of the organization in the market. Is able to determine the sequence of activities</p>
P6U_K	P6S_KO P6S_KR	E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural	



		and legal norms, and perform responsible roles in the team, being aware of the decisions he makes, and also takes responsibility for the results of his work and the whole team.	that emerge from managerial functions, using the achievement of the set goals.
P6U_K	P6S_KR	E1_K03 Is ready to recognize the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organizations and to consult experts in this regard in case of difficulties in solving them on his/her own.	Participates in projects related to the development of entities, is prepared for substantive discussion and presenting views related to the improvement of the organization's development strategy.
P6U_K	P6S_KO P6S_KR	E1_K06 Able to think in an entrepreneurial way and skillfully communicate with the environment; adapts to new situations and conditions, acquires resistance to failure and stress.	Is able to think and act in an entrepreneurial way, skillfully communicates with the external and internal environment of the organization, and is able to assess the risks and consequences of business administration decisions in different time horizons.

Ways to verify the outcome of this learning (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Effects(symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Activity in class	Participation in the discussion	Individual project	Group project
E1_W01	X		X							X	X
E1_W05	X		X							X	X
E1_W06	X		X							X	X
E1_W08	X		X							X	X
E1_U01	X		X					X		X	X
E1_U04	X		X					X		X	X
E1_U07	X		X					X		X	X
E1_U10								X		X	X
E1_K01			X							X	x
E1_K02										X	X
E1_K03										X	X
E1_K06										X	X

Form and conditions of passing the subject: passing the exercises in the form of a test, open/closed/mixed questions, additionally an entrance colloquia of 5-7 minutes, an exam in written form – issues of a closed and open interpretative nature.

The student's workload needed to achieve learning outcomes in hours and ECTS credits	
Contact hours with an academic teacher	
Types of classes	Number of hours
Participation in lectures	21
Participation in seminars	



Participation in exercises	24
Participation in laboratory classes	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
Sum of	45
Student's own work divided into time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	10
Writing a paper/project/essay	
Gathering materials and preparing presentations	10
Self-reading	15
Preparing for colloquia/tests	5
Preparing for the written/oral exam in a subject	5
Preparation for written/oral credit in a subject	
Sum of	45
Total (contact hours + student's own work)	90
	3 ECTS
1.including the number of ECTS credits for contact hours with the direct participation of an academic teacher	1 ECTS
2.including the number of ECTS credits for hours carried out in the form of independent work	2 ECTS
Classes with a practical profile	
Types of classes	Number of hours
Participation in laboratory exercises	
Preparing for practical credit	30
Sum of	30
Number of ECTS credits for practical classes	1 ECTS
Basic literature: (up to 3 items)	
1. S.B. Ivory, Macdonald E.,	
2. Theory & Practice, LAP Lambert Academic Publishing, Saarbrucken 2022.	
Supplementary literature:	
1. L. Mathien (ed.), Basic of Operations Management, Univ Readers, [b.m.] 2021.	
2. J. Dubrin, Essentials of Management, Wessex Inc, [b.m.] 2022.	
Acceptance of the Vice-Rector:	