

## COURSE DESCRIPTION CARD

Bialystok University of Technology Faculty of Engineering Management									
<b>Field of study</b>	<b>Management</b>							<b>Degree level and programme type</b>	<b>first degree/ second degree</b>
<b>Specialisation/ diploma path</b>	-							<b>Study profile</b>	-
<b>Course name</b>	<b>Basic management concepts</b>							<b>Course code</b>	<b>IS-FM-00095S</b>
								<b>Course type</b>	<b>elective</b>
<b>Forms and number of hours of educational activities</b>	<b>L</b>	<b>C</b>	<b>LC</b>	<b>P</b>	<b>SW</b>	<b>FW</b>	<b>S</b>	<b>Semester</b>	<b>summer</b>
	<b>15</b>	<b>15</b>						<b>No. of ECTS credits</b>	<b>5</b>
<b>Entry requirements</b>									
<b>Course objectives</b>	The demonstrate of the essence and limitations of each classical concept of management. Familiarize students with the main concepts of management oriented to quality, processes and knowledge. Practice the use of various management concepts in particular organizations. Acquisition by students of the ability to choose and implement contemporary management concepts according to the needs of the organization. Preparation of task classes and presentation the selected case studies worked out during teamwork on students discussion forum.								
<b>Course content</b>	The essence of management organizations - overview of the classical management concept and the behavioural management perspective. The systems and the contingency perspective of organizations. Management concepts focused on quality and processes ISO 9001, TQM, Six Sigma, business process reengineering, outsourcing, Lean Manufacturing, benchmarking and CRM. Concepts of management-oriented knowledge: knowledge management, virtual organization and finally corporate social responsibility.								
<b>Teaching methods</b>	Lecture - multimedia presentation; Exercises - case study, problem analysis								
<b>Assessment method</b>	presentation on the group the cases with discussion, exam based on lectures								
<b>Symbol of learning outcome</b>	<b>Learning outcomes</b>							<b>Reference to the learning outcomes for the field of study</b>	
	<b>Knowledge: the graduate knows and understands</b>							-	
<b>LO1</b>	Student explains classic and contemporary management concepts, can describe their essence and principles of implementation of the organization.							-	
<b>LO2</b>	Discusses the causes, the course and the consequences of changes taking place in contemporary organizations.							-	

	<b>Skills: the graduate is able to</b>	-
L03	Analyses the organization for possible realization in the modern management concepts.	-
L04	Identifies and analyses key issues related to the implementation of management concepts.	-
	<b>Social competence: the graduate is ready to</b>	-
L05	Prepare a draft for implementation of the selected management concepts and their practical realizations in the organization	-
L06	Can work in a team.	-
<b>Symbol of learning outcome</b>	<b>Methods of assessing the learning outcomes</b>	<b>Type of tuition during which the outcome is assessed</b>
L01	Exam on lecture content	
L02	Exam on lecture content /evaluating the student's project	
L03	evaluating the student's project	
L04	evaluating the student's project	
L05	evaluating the student's project	
L06	evaluating the student's project	
<b>Student workload (in hours)</b>		<b>No. of hours</b>
<b>Calculation</b>	Participation in the lectures	15
	Participation in the classes	15
	Preparation for the classes	30
	Elaborating the cases/students-teacher consultation	35
	Presentation the case and prepare to pass the exam	30
	<b>TOTAL:</b>	125
<b>Quantitative indicators</b>		<b>HOURS</b>
<b>Student workload – activities that require direct teacher participation</b>		<b>1</b>
<b>Student workload – practical activities</b>		<b>4</b>
<b>Basic references</b>	1. Certo S., Certo, T., Modern Management: Concepts and Skills (14th Edition), Pearson Education, 2016. 2. De Cenzo A. David, Coulter Mary A., Fundamentals of Management: Essential Concepts and Applications (10th Edition), Pearson Education, 2017. 3. Borkowski S., Sygut P. (ed.), Toyota's principles as the key to success in European condition, Oficyna Wydawnicza Stowarzyszenia Menedżerów Jakości i Produkcji, 2015. 4. Griffin R. W., Fundamentals of management, Cengage Learning, Boston, 2018.	
<b>Supplementary references</b>	1. Journal: Engineering Management in Production and Services. ISSN: 2543-6597 (print), 2300-0813 (online). 2. Frankel A. J., Gelman S.R., Case Management, an Introduction to Concepts and Skills, NY, Oxford University Press 2016. 3. Harvard Business Review.	
<b>Organisational unit</b>	Department of Management, Economics and Finance	<b>Date of issuing the programme</b>

<b>conducting the course</b>		
<b>Author of the programme</b>	Andrzej Pawluczuk, PhD	22.02.2022

L – lecture, C – classes, LC – laboratory classes, P – project, SW – specialization workshop, FW - field work, S – seminar