

Course description Faculty of Management  
E. Kwiatkowski University of Business and Administration  
in Gdynia academic year 2021/2022

**1. Course information in compliance with the Study Programme of  
MANAGEMENT**

Course Name: <b>Fundamentals of Organization Behavior and Management</b>						Course Code: <b>B8</b>			
Type of studies: <b>Bachelor's Full-time / Part-time</b>			Profile of education: <b>PRACTICAL</b>			Specialization scope: <b>all</b>			
Year: <b>I</b> Term: <b>2</b>			Course /module status: <b>obligatory / basic education</b>			Course / module language: <b>English</b>			
Type of classes	Lectures	Practical classes			Total	consultation	ECTS Credits		
		tutorials	laboratory classes	seminars			Classes with lecturer	Independent work of student	Total
Teaching Hours Full time studies	15	30	-	-	45	5	1,8	1,2	3
including practical classes	-	30	-	-	30	3	1,2	0,8	2
Teaching Hours Part time studies	10	20	-	-	30	3	1,2	1,8	3
including practical classes	-	20	-	-	20	2	0,8	1,2	2
Form of examination	<b>Graded pass / Exam</b>								
Course / module Coordinator	<b>Dr Aleksander Rezmer</b>								
Lecturers	<b>Dr Aleksander Rezmer</b>								
Priority effects of the item specified in the Senate resolution		<b>Z_W01, Z_W07, Z_U01,Z_U06, Z_K03</b>							

**2. Lecturer tasks**

**Course learning objectives:**

The aim of the subject is to provide students with fundamental knowledge of organization and management in order to improve their managerial skills as well as create a solid theoretical base which will allow them to better and easier learn about other, more specific business areas.

Subject code	Expected learning outcomes	Reference to learning outcomes for the field of Management
Knowledge		
<b>W_01</b>	To an advanced degree knows and understands the qualifications of managers, their tasks and role in obtaining results in practice, as well as allowing them to undertake managerial and entrepreneurial tasks	<b>Z_W01, Z_W07</b>
Skills		
<b>U_01</b>	He can develop classic manager skills by learning to plan, organize, coordinate, motivate, lead and check the results, i.e. controlling.	<b>Z_U01, Z_U06</b>
Social competence		
<b>K_01</b>	Is ready to fulfill professional roles responsibly, including adherence to the principles of professional ethics and demanding this from others, as well as rational resource management	<b>Z_K03</b>
Topics of particular classes with the number of hours		
<p style="text-align: center;"><b>LECTURES</b> (THEORETICAL CLASSES)</p> <ol style="list-style-type: none"> <li>1. Introduction to organisation and management 2h /1h</li> <li>2. Organisation as a system. Models of organizations 2h /1h</li> <li>3. Different organizations and their environment 3h / 2h</li> <li>4. Planning 2h /2h</li> <li>5. Leadership 2h / 2h</li> <li>6. Control 2h / 1h</li> <li>7. Transformation of organizations 2h/ 1h</li> </ol> <p style="text-align: center;"><b>TUTORIALS</b> (PRACTICAL CLASSES)</p> <ol style="list-style-type: none"> <li>1. Understanding the aims of organisations 2h / 2h</li> <li>2. Shaping structures of organisations 4h / 2h</li> <li>3. SWOT as a basic management tool 2h / 1h</li> <li>4. Environment analysis – PESTLE and Porter's 5 forces 4h / 2h</li> <li>5. Leadership and motivation 4h / 2h</li> <li>6. Control 2h / 2h</li> <li>7. Features of a modern manager 2h / 2h</li> <li>8. Communication 2h / 1h</li> <li>9. Identifying business success factors 8h / 6h</li> </ol>		
Methods of teaching	Lecture with the use of multimedia techniques, moderated discussion	

Literature	R. W. Griffin, Fundamentals of Management, 2015
Optional Literature	L. Ashadow, Performance Management : a practical introduction, Kogan Page, London 2018 <a href="http://college.cengage.com/business/griffin/fundamentals/3e/students/readynotes/">http://college.cengage.com/business/griffin/fundamentals/3e/students/readynotes/</a>

### 3. Tasks and time of independent student work

Tasks descriptions	Number of hours		ECTS Credits	
	Full-time	Part-time	Full-time	Part-time
<b>The tasks of theoretical</b>	<b>10</b>	<b>15</b>	<b>0,4</b>	<b>0,6</b>
Studying literature	10	15	0,4	0,6
<b>The tasks shaping practical skills</b>	<b>20</b>	<b>30</b>	<b>0,8</b>	<b>1,2</b>
Performing tasks in classes such as SWOT, designing the organizational structure, creating an incentive system	10	15	0,8	1,2
Preparation of a semester project	10	15		
<b>TOTAL student workload in hours</b>	<b>30</b>	<b>45</b>	<b>1,2</b>	<b>1,8</b>

### 4. Methods of verification and documentation of the learning outcomes assessment

Symbol of learning outcomes	Methods of verification and documentation
<b>W_01, W_02</b>	Exam
<b>U_01, U_02</b>	Student's activity in class, participation in discussions, preparation of presentations, solving practical examples.
<b>K_01</b>	Observation of the student's posture during the course
	<b>Basic criteria of assessment:</b> Lectures: attendance 15%, exam 85% Tutorials: presence 15%, activity and tasks 50%, project and its defense 35%, very good: 90-100% db +: 85-89% db: 80-84% dst +: 75-79% dst: 70-74% Modular assessment: 50% lecture, 50% exercises