



1. Course number and name

RB-S1-19-I16-31, **HES – Management Basics I**

2. Credits and contact hours*

3 ECTS, lectures: 30 hours**, seminar: 15 hours**

3. Instructor's or course coordinator's name

Małgorzata Gołaszewska PhD

4. Text book, title, author, and year

- “Advanced project management : best practices on implementation”, Harold Kerzner, 2003

a. other supplemental materials

- “The Basics of Business Management – Vol I”, Elly R. T. Kamugisha, 2017

5. Specific course information

a. brief description of the content of the course (catalog description)

Lectures:

Lecture 1 - Management history, Lecture 2 - Basic Functions and Levels of Management, Lecture 3,4 - Strategy, Lecture 5 - Business Process Orientation, Lecture 6 - Process Management in Practice, Lecture 7 - Business Model, Lecture 8 - Business Plan, Lecture 9,10 - Organization Model, Lecture 11,12, 13 HRM, Lecture 14, 15 - Practical management in civil engineering

Seminar:

Analysis of selected management tools and methods lead by the students, in particular: Benchmarking, Outsourcing, Kaizen management philosophy, Internal communication, Lean management, Forms of organization of enterprises, market research and promotion in a construction company , Management cybernetics and IT technology, Knowledge management, Big data in management, 360 and 720 degree appraisal, cross cultural management, Role of social media in HR practices, Total Quality Management (TQM).

b. prerequisites or co-requisites

No prerequisites and additional requirements

c. indicate whether a required, elective, or selected elective (as per Table 5-1) course in the program

Required.



6. Specific goals for the course

a. specific outcomes of instruction, ex. The student will be able to explain the significance of current research about a particular topic

The student can:

- Apply right tools for the management issues that can arise in project management or business management,
- Recognize the issues with management conduct,
- Prepare basic management documentation.

b. explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course.

K1A_U15, K1A_K03

7. Brief list of topics to be covered

Management history; Basic Functions and Levels of Management; Business Strategy: elements, tools and practical use; Business Process Orientation: definitions, elements, tools used for the process orientation, issues with application, practical use in civil engineering; Business Model: definitions, elements, types of business models, tools used to present and control business model application; Business Plan: definitions, elements, types, tools connected to making and presenting business plan, examples; Organization Model: definitions, types of organization models and their utility, tools for evaluation of the organization model, examples of organization models; HRM: definitions, basic concepts, role of HRM in project and business management, leadership types and good practices, motivation and control over subordinates, issues and problems commonly found in HRM; practical management in civil engineering: examples

*- Consultations were not included in the contact hours

** -per semester