

## **Zarządzanie – lista zagadnień/Management – examination topics**

1. Organisation and management – basic definitions
2. Managerial work: basic roles managers play in organisations
3. Organisations as systems
4. Basic functions of management
5. Types of organisations – consequences to managerial work
6. Organisational structure – functions, definition
7. Types of organizational structures
8. Centralisation and decentralization
9. The role of formalization and procedures in organisations
10. Organisation and environment: general and specific environment
11. How can organisations adjust to their environment?
12. Organisational environment – methods of analysis
13. Strategy: definition, role, types.
14. Motivational systems: the role of rewards and evaluation
15. Organisational culture
16. Managers as leaders
17. Control systems in organisations. Basic types of control
18. Groups and teams in organisations
19. Main schools in management: past and present

### **Literatura/Literature:**

Jones, G., (different editions) *Organizational theory, design, and change*, Pearson (dostępna w bibliotece Wydziału Zarządzania/ available in the library of the Faculty of Management)

Mullins, L., (different editions) *Management and Organisational Behaviour*, Pearson.  
[www.mim.ac.mw/books/Management%20&%20Organizational%20Behaviour,%207th%20edition.pdf](http://www.mim.ac.mw/books/Management%20&%20Organizational%20Behaviour,%207th%20edition.pdf)