



## DESCRIPTION OF THE OBJECT

<b>FIELD OF STUDY</b>	<b>Management</b>
<b>SPECIALISATION</b>	Business management
<b>MODE OF STUDY</b>	Full-time studies / Part-time studies
<b>SEMESTER</b>	5

<b>Name of the subject</b>	<b>Organisation and management methods</b>
<b>Hourly dimension of particular forms of classes</b>	Full-time studies – 30 Part-time studies – 18
	• <b>lectures</b> Full-time studies – 10 Part-time studies – 8
	• <b>other forms</b> Full-time studies – 20 Part-time studies – 10

<b>Learning objectives:</b>	<ul style="list-style-type: none"> <li>– to present the essence and significance of organisation and management methods</li> <li>– to become familiar with basic problems of the evolution of organisation and management methods</li> <li>– to become acquainted with directions of development of methods of organisation and management</li> </ul>
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<b>Learning outcomes for the subject</b>	
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<b>Number</b>	<b>Learning outcomes, a student who has successfully completed the course will be able to:</b>	<b>Reference of learning outcomes for the programme</b>	<b>The reference to the learning outcomes for the area</b>
<b>EK_W01</b>	has basic knowledge of social relations within an organisation and of the relations between an organisation and its stakeholders	K_W06	P6S_WG
<b>EK_W02</b>	knows the techniques for modelling the processes taking place in an enterprise, as well as identifying the regularities, models and methods governing them	K_W07	P6S_WG
<b>EK_U03</b>	is able to use his/her acquired basic knowledge to explain reasons and course of changes of selected economical issues and management processes in the fields relevant for the direction of "management".	K_U04	P6S_UW
<b>EK_K04</b>	is aware of the level of his/her knowledge and skills, understands the need for constant personal and professional development, is prepared to undertake a second degree studies	K_K01	P6S_KK
<b>EK_K05</b>	is familiar with the principles and conditions of active participation in group work and organising and leading small groups, and is able to use this knowledge and skills when interacting with a group in various roles	K_K04	P6S_KO

Content number	Educational/ curricular content	Reference to learning outcomes for the subject
	<b>Lectures</b>	
T_01	Methods of managing relationships with the environment: methods of macro-environment analysis, sector analysis and organisation interior analysis	K_W01 K_W02
T_02	Methods of shaping quality in work processes: evolution of quality management systems (TQM), instruments of management through quality	K_W01 K_W02
T_03	Methods of shaping social capital in an organisation: knowledge and intellectual capital management	K_W01 K_W02
T_04	Methods of change management in an organisation: Business Process Reengineering	K_W01 K_W02
T_05	Change management methods in an organisation: benchmarking	K_W01 K_W02
T_06	Methods of change management in an organisation: lean management	K_W01 K_W02
T_07	Change management methods in an organisation: outsourcing.	K_W01 K_W02
	<b>Exercises</b>	
T_08	Methods of managing relations with the environment: methods of macro environment analysis, sector analysis and organisation interior (SWOT, scenario method, BCG matrix)	K_U03 K_K04 K_K05
T_09	Methods of shaping quality in work processes: evolution of quality management systems (TQM), instruments of management through quality	K_U03 K_K04 K_K05
T_10	Methods of change management in an organisation: process approach, reengineering, process map	K_U03 K_K04 K_K05
T_11	Methods of change management in an organisation: benchmarking	K_U03 K_K04 K_K05
T_12	Change management methods in an organisation: lean management, outsourcing	K_U03 K_K04 K_K05

Methods and forms of teaching	Educational and curricular content
Lecture with multimedia presentation of selected issues	
Conversation lecture	
Problem-based lecture	
Informative lecture	T_01 – T_07
Discussion	
Working with text	
Case study method	

Problem-based learning	
Didactic/simulation game	
Exercise method	T_08 – T_12
Workshop method	
Project method	
Multimedia presentation	
Audio and/or video demonstrations	
Activation methods (e.g. brainstorming, SWOT analysis technique, decision tree technique, „snowball” method, constructing „mind maps”)	
Other (which ones?) - ...	
...	

<b>Evaluation criteria in relation to particular learning outcomes</b>				
<b>Learning outcome</b>	<b>For assessment 2</b>	<b>For assessment 3</b>	<b>For assessment 4</b>	<b>For assessment 5</b>
<b>EK_W01</b>	The student has no knowledge of the social relations occurring in the organisation and the relations between the organisation and its stakeholders.	The student has fragmentary knowledge of social relations within the organisation and of relations between the organisation and its stakeholders.	The student has elementary knowledge of social relations occurring in the organisation and relations between the organisation and its stakeholders.	The student has a good knowledge of social relations within the organisation and of the relations between the organisation and its stakeholders.
<b>EK_W02</b>	The student does not know the techniques of modelling processes occurring in the enterprise and identifying the governing regularities, models and methods.	The student has fragmentary knowledge of modelling techniques of processes taking place in an enterprise, as well as of identifying the governing regularities, models and methods.	The student has elementary knowledge of techniques of modelling processes occurring in an enterprise, as well as of identifying the governing regularities, models and methods.	The student has a thorough knowledge of techniques of modelling processes occurring in an enterprise, as well as identifying the regularities, models and methods governing them
<b>EK_W03</b>	The student is unable to use the acquired basic knowledge to explain the causes and course of change of selected economic issues and management processes in the fields relevant to the field of study "Management".	The student is able to use the acquired basic knowledge to a limited extent in order to explain the causes and course of changes in selected economic issues and management processes in the fields relevant to the field of study "management".	The student is able to apply the acquired basic knowledge to an incomplete extent in order to explain the causes and course of changes in selected economic issues and management processes in the fields relevant to the field of study "management"	Students will be able to use their acquired basic knowledge to explain the causes and course of change of selected economic issues and management processes in fields relevant to the field of study "Management"
<b>EK_U04</b>	The student is not aware of the level of his/her knowledge and skills, does not understand the need for constant professional training and personal development, does not self-evaluate his/her competences and does not improve his/her skills.	The student is aware of the level of his/her knowledge and skills, understands the need for constant professional training and personal development	The student is aware of his/her knowledge and skills, understands the need for constant professional training and personal development, assesses his/her own competences and improves his/her skills.	The student is aware of the level of his/her knowledge and skills, understands the need for constant professional training and personal development, assesses his/her own competences and improves skills, determines the directions of his/her own development and education.
<b>EK_K05</b>	The student is not prepared in terms of content, is not able to	The student has a limited level of preparation, is	The student is substantially prepared,	The student is not only able to interact and co-operate in a group, but

	interact and cooperate in a group or to take various roles in it	able to interact and cooperate in a group	able to interact and cooperate in a group	also to take various roles in it
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Verification of learning outcomes	EK symbols for the module/subject				
	W01	W02	U03	K04	K05
Written examination					
Oral examination					
Written credit	X	X	X	X	X
Oral credit					
Written colloquium	X	X	X	X	X
Oral colloquium					
Test					
Project					
Written work					
Report					
Multimedia presentation					
Work during exercise	X	X	X	X	X
Other (which?) -					

Hourly teaching load and student workload	Full-time studies	Part-time studies
1. Lectures (joint participation of academics and students)	10	8
2. Other forms (joint participation of academic staff and students)	20	10
3. Consultation with the teacher	-	-
<b>Total 1+2+3</b>	<b>30</b>	<b>18</b>
4. Internships (carried out by students on their own)	—	—
5. Student's own work (including homework and project work, preparation for a credit/exam)	20	32
<b>Total 4+5</b>	<b>20</b>	<b>32</b>
<b>SUMMARY 1+2+3+4+5</b>	<b>50</b>	<b>50</b>
<b>Total ECTS credits according to the study plan</b>	<b>2</b>	

<b>Reference literature</b>	<ol style="list-style-type: none"> <li>1. Błaszczak W., Metody organizacji i zarządzania, WN PWN, Warszawa 2005</li> <li>2. Brillman J., Nowoczesne metody i koncepcje zarządzania, PWE, Warszawa 2002</li> <li>3. Czerska M., Szpitter A., Koncepcje zarządzania. Podręcznik akademicki, Wyd. C.H. Beck, Warszawa 2010</li> <li>4. Edvinsson L., Malone M.S., Kapitał intelektualny, WN PWN, Warszawa 2008</li> <li>5. Probst G., Raub S., Romhardt K., Zarządzanie wiedza w organizacji, Oficyna Ekonomiczna. Kraków 2004</li> </ol>
<b>Complementary literature</b>	<ol style="list-style-type: none"> <li>a. Koźminski A., Współczesne koncepcje organizacji, PWN, Warszawa 1985</li> </ol>

	b. Morgan G., Obrazy organizacji, WN PWN, Warszawa 2005
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