

Syllabus	
Course code	
Course name	Organization and Management Methods
Course version	1
A. The location of the course in the study system	
Level of education	2
Degree level	-
A form of study	Erasmus Exchange
Field of study	Management Engineering
Profile of study	general academic
Specialization	-
Unit administrating course	Faculty of Management
Unit implementing course	Faculty of Management
Course coordinator	Kunikowski Grzegorz, PhD Eng.
B. General characteristics of the course	
Block	General
Group of courses	-
Level of the course	-
Course status	elective
Course language	English
Semester	-
Academic year	2018/19
Prerequisites	-
The minimum number of students	from 25 students, up to the limit of seats in the room (exercise) no limits for students (lecture)
C. Learning outcomes and teaching methods	
Aim of the course	The objective of the course is that after completing it the student: - has knowledge of basic concepts, problems and methods of organizational management, - is able to analyse and solve problems related to the management of organizations and choose the appropriate methods and apply them, - understands the role and importance of business intelligence and its place in the management process.
Assessment methods	A. Lecture: 1. <i>Formative assessment</i> : participation (verified during presentations), rating of activity during classes. 2. <i>Summative assessment</i> : evaluation of activity and evaluation of presentations presented in teams (grades 2,0-5,0), using formula 30/70 (activity/presentation) B. Exercise: 1. <i>Formative assessment</i> : evaluation of individual assignments, evaluation of the team projects. 2. <i>Summative assessment</i> : evaluation of final project (grades 2,0-5,0) C. Final grade: The final grade is the average from lecture and exercise.
Learning outcomes	See Table 1

Form of classes and weekly dimension (number of hours per semester)	lecture 15 exercise 15 laboratories 0 projects 0
The course content	A.Lecture: L1-3: Introduction to classes - principles, assessment. Introduction to the organization (organizational environment and shareholders, functions of management, management decisions); L4-6: manager in the organization: competences, management styles, conflicts in the organization, motivation, teamwork, and organizational structures; L7-9: Process organization. Kaizen and reengineering; L10-12: KPIs and their importance for the organization; L12-15: Business processes mapping; L15. Summary of the lecture. B.Exercise: E1-3: Analysis of the environment and shareholders - Business Model Canvas; E4-6: Defining the organizational strategy; E7-8: Team game – evaluating leadership roles; E9-10: Planning workloads; E11-12: Mapping Business Processes; E13-15: Evaluation of Business Processes..
Learning outcomes	See Table 1
Exam	N
Literature	<i>Obligatory:</i> 1. Griffin, R.W., 2011. Fundamentals of Management. 6 edition ed. Mason, OH: South-Western College Pub. 2. Stoner, J.A.F., Freeman, R.E. and Gilbert, D.R., 2003. Management. Prentice Hall.xxx <i>Supplementary:</i> 1. Johnson B, 2003. Introducing Management. Taylor and Francis. 2. Waters D, Operations Management: Producing Goods and Services, Prentice Hall, 2001.
Course website	www.olaf.wz.pw.edu.pl
D. The student workload	
Number of ECTS credits	4 ECTS
Total hours of student work related to the learning outcomes achievement (description):	4 ECTS: 15h lecture + 15h exercise + 10h solving assignments + 10h studying literature + 5h consultation + 10h preparing presentation + 5h classes preparation + 10h evaluation of teams presentations + 10h case study = 90h
The number of ECTS credits for courses that require the direct participation of teachers	1,55 ECTS: 15h lecture + 15h exercise + 5h consultation = 35h
The number of ECTS credits that the student obtains during the practical classes	3,33 ECTS: 15h exercise + 10h solving assignments + 10h studying literature + 5h consultation + 10h preparing presentation + 5h classes preparation + 10h evaluation of teams presentations + 10h case study = 75h
E. Additional Information	
Remarks	-
Date of last update	-

Table 1

General academic profile		
Subject effects	Reference to the	Reference to

		2nd degree of PRK characteristics	the 1st degree of PRK characteristics
Knowledge – student knows			
Effect:	basic processes occurring in the life cycle of management systems and processes	I.P7S_WG.o III.P7S_WG	P7U_W
Effect code:	I2_W04		
Verification:	Preparation and evaluation of the project		
Effect:	main development trends in the field of management science	I.P7S_WG.o	P7U_W
Effect code:	I2_W07		
Verification:	Solving tasks during workshops		
Abilities – student can			
Effect:	formulate a critical analysis of the current state and its insufficiency in relation to the expected state	I.P7S_UW.o III.P7S_UW.o	P7U_U
Effect code:	I2_U17		
Verification:	Solving tasks during workshops		
Effect:	design new solutions, as well as improve existing ones, in accordance with the adopted assumptions for their implementation and implementation	I.P7S_UW.o III.P7S_UW.o	P7U_U
Effect code:	I2_U18		
Verification:	Solving tasks during workshops		
Social Competence – student is ready for			
Effect:	critical evaluation of received content	I.P7S_KK	P7U_K
Effect code:	I2_K01		
Verification:	Solving tasks during workshops		
Effect:	thinking and acting in an entrepreneurial style	I.P7S_KO	P7U_K
Effect code:	I2_K05		
Verification:	Solving tasks during workshops		