

COURSE GUIDE

<u>Subject name</u>	Methods of business organization and management
<u>Course of study</u>	Quality and Production Management
<u>Form of study</u>	Full-time course
<u>Level of qualification</u>	I degree
<u>Year</u>	II
<u>Semester</u>	4
<u>Implementing unit</u>	Department of Production Engineering and Safety
<u>Responsible person</u>	dr hab. inż. Piotr Tomski, prof. PCz
<u>Profile</u>	General academic
<u>Course type</u>	Major
<u>ECTS points</u>	3

COURSE TYPE – NUMBER OF HOURS PER SEMESTER

LECTURE	CLASSES	LABORATORY	PROJECT	SEMINAR
15E	15	-	-	-

COURSE OBJECTIVES

C1. Presenting and discussing the methods of organization and management in terms of the requirements of the contemporary market.

C2. Transfer of knowledge and guidelines in order to enable the acquisition of skills in terms of organization and management in the conditions of the contemporary market.

ENTRY REQUIREMENTS FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCES

1. Student has basic knowledge of management basics
2. Student can cooperate in a group and express their opinions

EDUCATION OUTCOMES

EK 1 - Student can list, characterize and discuss basic methods and techniques of organization and management

EK 2 - Student understands organization and management methods and can indicate their practical use

EK 3 - Student has skills in analyzing practical solutions in the area of organization and management in business organizations and also has the ability to solve simple problem situations in the area of organization and management and express their opinions in this field.

PROGRAM CONTENT

Teaching form – LECTURES 15 hours	Number of hours
W1 – Introduction to the course Basic concepts in methods of work organization and management	1
W 2 – Classification of methods and techniques of organization and management	1
W 3 – Methods of management of relationships of enterprises with their environment	2
W 4 – Planning methods – scenario, simulation, Gantt chart, business plan	2
W 5 – Methods of organizing – diagnostic and prognostic methods	2
W 6 – Methods of management of social relationships	1
W 7 – Methods of motivating– management by objectives, by delegation of powers etc.	1
W 8 – Methods of obtaining information for management purposes – methods of social research, acquiring primary and secondary data, quantitative and	2

qualitative research	
W 9 – Methods of solving problems in enterprises Creative methods of problem solving	3
Teaching form – CLASSES 15 hours	Number of hours
C1 – Introduction to the classes in the course Principles of group work, division into teams, discussing basic issues associated with organization and management of enterprises	1
C2 – Graphical methods of planning in enterprises Gantt chart – assumptions, stages and application	1
C3 – Practical use of graphical methods of planning	1
C4 – Planning methods – business plan	2
C5 – Practical methods of organizing – doing tests and discussing case study	2
C6 – Methods of motivating – doing tests and discussing case study	1
C7 - Methods of obtaining information for management purposes – methods of social research, acquiring primary and secondary data, quantitative and qualitative research	3
C8 – Creative methods of problem solving	3
C9 – Final test	1

TEACHING TOOLS

1. Books and monographs
2. Audiovisual presentations
3. Blackboard
4. Source texts/Internet sources
5. Forms/instructions for exercises/case studies

METHODS OF ASSESSMENT (F – FORMATIVE, P – SUMMATIVE)

F1. Assessment of problem solutions, case study descriptions and exercises done in the course of the semester
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P1. Final test
P2. Exam

STUDENT WORKLOAD

Form of activity	Average number of hours per activity		
	[h]	ECTS	ECTS
Contact hours with the teacher Lecture	15	0,6	1,2
Preparation for the exam	15	0,6	
Attendance at the exam Classes	15	0,6	1,08
Contact hours with the teacher	12	0,48	
Preparation for the classes	10	0,4	0,4
Getting acquainted with the indicated literature	8	0,32	0,32
TOTAL NUMBER OF HOURS/ ECTS POINTS FOR THE COURSE	75		3

BASIC AND SUPPLEMENTARY BIBLIOGRAPHY

Basic:
<ol style="list-style-type: none"> 1. Stoner, James AF, and Charles Wankel. "Management. 3rd." <i>Edition. Englewood Cliffs</i> (1986). 2. Galbraith, Jay R., and Edward E. Lawler. <i>Organizing for the future: The new logic for managing complex organizations</i>. Jossey-Bass Inc Pub, 1993 3. Heinz Wehrich, Harold Koontz, <i>Management: a Global Perspective</i>, vol. 1, New York : McGraw-Hill, Inc., 1993 4. John Halff, <i>Management: a Global Perspective</i>, vol. 2, Study Guide to Accompany Wehrich-Koontz <i>Management a Global Perspective</i>, New York : McGraw-Hill, Inc., 1993 5. Hilde Meersman, Eddy van de Voorde, Willy Winkelmanns (eds.), <i>Planning, Operation, Management and Control</i>, Amsterdam : Elsevier, 1999 6. Chun Wei Choo, <i>Information Management for the Intelligent Organization the Art of Scanning the Environment</i>, 2002 7. Stephen P. Robbins, David A. DeCenzo, <i>Fundamentals of Management: Essential Concepts and Applications</i>, Upper Saddle River : Prentice-Hall, 2008
Supplementary:
<ol style="list-style-type: none"> 1. Robert D. Hisrich, Veland Ramadani (eds.), <i>Effective Entrepreneurial Management: Strategy, Planning, Risk Management, and Organization</i>, Cham : Springer International Publishing, 2017 2. Gary Cokins, <i>Strategic Business Management: from Planning to Performance</i>, New York : American Institute of Certified Accountants, 2013 3. Colin Barrow, Paul Barrow, Robert Brown, <i>The Business Plan Workbook</i>, London : Kogan Page Limited, 1992 4. Daniel Robichaud, Francois Cooren (eds.), <i>Organization and Organizing: Materiality, Agency, and Discourse</i>, New York : \ : Routledge Taylor & Francis Group, 2013 5. Stanislaw Borkowski, Zuzana Tuckova (eds.), <i>Human Potential Management in a Company: Motivation, Workers' Motivating</i>, Zlin : Tomas Bata University, 2011

TEACHER (NAME, LAST NAME, E-MAIL ADDRESS)

1. Prof. PCz dr hab. inż. Piotr Tomski (email: piotr.tomski@wz.pcz.pl)

MATRIX OF IMPLEMENTATION of EDUCATION OUTCOMES

Education outcome	Reference of the specific outcome to the	Course objectives	Program content	Teaching tools	Methods of
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	ones defined for the entire program (outcomes for the specific course)				assessment
EK1	K_W01, K_W02, K_W03, K_W07	C1	W1-W9, C1	1, 2, 3, 4	F1, P1, P2
EK2	K_W01, K_W02, K_W03, K_W07, K_U4, K_K04	C1, C2	W1-W9, C1-C8	1, 2, 3, 4, 5	F1, P1, P2
EK3	K_W01, K_W02, K_W03, K_W07, K_U4, K_K04	C2, C2	C1-C8	1, 2, 3, 4, 5	F1, P1, P2

II. FORMS OF ASSESSMENT – DETAILS

	For grade 2	For grade 3	For grade 4	For grade 5
EK 1	Student can list, characterize and discuss basic methods and techniques of organization and management in less than 60%	Student can list, characterize and discuss basic methods and techniques of organization and management at least in 60%	Student can list, characterize and discuss basic methods and techniques of organization and management in 80%	Student can list, characterize and discuss basic methods and techniques of organization and management in 100%
EK 2	Student can understand methods of organization and management and can indicate their practical use in less than 60%	Student can understand methods of organization and management and can indicate their practical use in at least 60%	Student can understand methods of organization and management and can indicate their practical use in 80%	Student can understand methods of organization and management and can indicate their practical use in 100%

EK 3	Student has skills in analyzing practical solutions in the area of methods of organization and management in business organizations and also has the ability to solve simple problem situations in the area of organization and management and can express their own opinions in this field in less than 60%	Student has skills in analyzing practical solutions in the area of methods of organization and management in business organizations and also has the ability to solve simple problem situations in the area of organization and management and can express their own opinions in this field in at least 60%	Student has skills in analyzing practical solutions in the area of methods of organization and management in business organizations and also has the ability to solve simple problem situations in the area of organization and management and can express their own opinions in this field in 80%	Student has skills in analyzing practical solutions in the area of methods of organization and management in business organizations and also has the ability to solve simple problem situations in the area of organization and management and can express their own opinions in this field in 100%
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III. ADDITIONAL USEFUL INFORMATION ON THE COURSE

1. Information on where presentation for classes can be found etc. – information presented to students in the course of classes and, if required, sent via e-mail to e-mail addresses of individual dean groups
2. Information on the place of classes – information is available on the website of the Faculty of Management
3. Information on the timetable (day of the week/ time) - information is available on the website of the Faculty of Management
4. Information on the consultation (times and place) – is given to students in the first class, it is also available on the website of the Faculty of Management, on the noticeboard of the Department of Production Engineering and Safety (main building of the Faculty of Management, room 308)