

**FACULTY OF COMPUTER SCIENCE AND MANAGEMENT****SUBJECT CARD****Name in Polish Współczesne metody i techniki organizacyjne****Name in English Contemporary organizational methods and techniques****Main field of study (if applicable): Management****Specialization (if applicable): Organizational Management (OM)****Level and form of studies: 1st level, full-time****Kind of subject: obligatory****Subject code ZMZ1246****Group of courses NO**

	Lecture	Classes	Laboratory	Project	Seminar
Number of hours of organized classes in University (ZZU)	15	15			
Number of hours of total student workload (CNPS)	30	30			
Form of crediting	crediting with grade	crediting with grade			
For group of courses mark (X) final course					
Number of ECTS points	1	1			
including number of ECTS points for practical (P) classes		1			
including number of ECTS points for direct teacher-student contact (BK) classes	0,5	0,5			

\*delete as applicable

**PREREQUISITES RELATING TO KNOWLEDGE, SKILLS AND OTHER COMPETENCES**

1. Basic knowledge of management

**SUBJECT OBJECTIVES**

C1 Getting by the students basic knowledge about the contemporary methods and techniques in management

C2 Understanding the issues related to the organizational processes and chosen methods and techniques in management

C3 Ability of analysis, measurement of processes in organizations

**SUBJECT EDUCATIONAL EFFECTS**

relating to knowledge:

PEK\_W01 has structured knowledge of organizational processes

PEK\_W02 has structured knowledge of the contemporary methods and techniques in management

...

relating to skills:

PEK\_U01 has the ability to identify the steps of the organizational processes

PEK\_U02 has the ability to use chosen methods/techniques in management

...

relating to social competences:

PEK\_K01 properly identify and resolve dilemmas related to management

**PROGRAMME CONTENT**

Form of classes - lecture	Number of hours
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Lec 1	Organizational processes – basic information	2
Lec 2	Planning Methods & Techniques	4
Lec 3	Labor Organizing Methods & Techniques	2
Lec 4	Time Management Techniques	2
Lec 5	Risk Management Techniques	2
Lec 6	Accounting Methods & Techniques	2
Lec 7	Test	1
	Total hours	15
<b>Form of classes - class</b>		<b>Number of hours</b>
CI 1	Methods & Techniques – difference, basic information	2
CI 2	Activity Based Management (ABM)	6
CI 3	Balanced Scorecard (BSC)	6
CI 4	Summary	1
	Total hours	15
<b>Form of classes - laboratory</b>		<b>Number of hours</b>
Lab 1		
Lab 2		
Lab 3		
	Total hours	
<b>Form of classes - project</b>		<b>Number of hours</b>
Proj 1		
Proj 2		
Proj 3		
	Total hours	
<b>Form of classes - seminar</b>		<b>Number of hours</b>
Sem 1		
Sem 2		
Sem 3		
	Total hours	
<b>TEACHING TOOLS USED</b>		
N1. informative lecture		
N2. multimedia presentation		
N3. case studies		
N4. classrooms lists		

**EVALUATION OF SUBJECT EDUCATIONAL EFFECTS ACHIEVEMENT**

<b>Evaluation</b> (F – forming (during semester), P – concluding (at semester end))	Educational effect number	Way of evaluating educational effect achievement
P1	PEK_W01	test
P2	PEK_W02	test

F1	PEK_U01	classrooms lists, case studies analysis
F2	PEK_U02	classrooms lists, case studies analysis
C		
<b>PRIMARY AND SECONDARY LITERATURE</b>		
<b><u>PRIMARY LITERATURE:</u></b>		
[1] McKee A., Management: a focus on leaders, Boston: Pearson 2012		
[2] Coke A., Seven steps to a successful business plan, Amacom, New York 2002		
[3] Olson D. L., Wu D. D., Enterprise risk management models, Heidelberg: Springer, Berlin 2010		
<b><u>SECONDARY LITERATURE:</u></b>		
[1] Kaplan R.S., Anderson S.R., Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Harvard Business School Press, Boston, Massachusetts 2007		
[2] Kaplan R.S, Norton D.P., The Balanced Scorecard: Translating Strategy into Action, President and Fellowes of Harvard College, USA 1996		
<b>SUBJECT SUPERVISOR (NAME AND SURNAME, E-MAIL ADDRESS)</b>		
<b>Agata Klaus-Rosińska, <a href="mailto:agata.klaus@pwr.wroc.pl">agata.klaus@pwr.wroc.pl</a></b>		

**MATRIX OF CORRELATION BETWEEN EDUCATIONAL EFFECTS FOR SUBJECT  
Contemporary organizational methods and techniques  
AND EDUCATIONAL EFFECTS FOR MAIN FIELD OF STUDY Management  
AND SPECIALIZATION Organizational Management (OM)**

<b>Subject educational effect</b>	<b>Correlation between subject educational effect and educational effects defined for main field of study and specialization (if applicable)**</b>	<b>Subject objectives***</b>	<b>Programme content***</b>	<b>Teaching tool number***</b>
<b>PEK_W01 (knowledge)</b>	K1_ZARZ_W07 S1_ZARZ_OM_W10	C1, C2, C3	Lec1, Lec2, Lec3, Lec4, Lec 5, Lec6 CL1, CL2, CL3	N1, N2, N3, N4
<b>PEK_W02</b>	K1_ZARZ_W07 S1_ZARZ_OM_W10	C1, C2, C3	Lec1, Lec2, Lec3, Lec4, Lec 5, Lec6 CL1, CL2, CL3	N1, N2, N3, N4
<b>PEK_U01 (skills)</b>	S1_ZARZ_OM_U10	C1, C2, C3	Lec1, Lec2, Lec3, Lec4, Lec 5, Lec6 CL1, CL2, CL3	N1, N2, N3, N4
<b>PEK_U02</b>	S1_ZARZ_OM_U10	C1, C2, C3	Lec1, Lec2, Lec3, Lec4, Lec 5, Lec6 CL1, CL2, CL3	N1, N2, N3, N4
<b>PEK_K01 (competences)</b>	K1_ZARZ_K02 K1_ZARZ_K03 K1_ZARZ_K04	C1, C2, C3	Lec1, Lec2, Lec3, Lec4, Lec 5, Lec6 CL1, CL2, CL3	N1, N2, N3, N4

\*\* - enter symbols for main-field-of-study/specialization educational effects

\*\*\* - from table above