Zał. nr 4 do ZW 64/2012

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| **Computer Science and Management Faculty**  **SUBJECT CARD**  **Name in Polish Metody i techniki organizatorskie**  **Name in English Organizational Methods and Techniques**  **Main field of study (if applicable): Management**  **Specialization (if applicable): Business Management**  **Level and form of studies: 1st level, full-time**  **Kind of subject: obligatory**  **Subject code ZMZ3129**  **Group of courses NO** |

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|  | 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

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| **PREREQUISITES RELATING TO KNOWLEDGE, SKILLS AND OTHER COMPETENCES**  1. Knowledge of basic notions in management and management of organizations  2. General knowledge in the area in management techniques, methods and concepts.  3. The ability to work in teams, to discuss and present one’s opinion about the problems which are to be solved |

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| **SUBJECT OBJECTIVES**  C1 – demonstration of knowledge about organizational methods and techniques;  C2 – determination of organizational methods and techniques usefulness in organization leading and management;  C3 – development of abilities to recognize organizational problems which require the application of effective solution methods  C4 –mastering of the way of organizational methods and techniques application a tools of organizational problems practical solving,  C5 – application of selected organizational methods and techniques in the search of solutions of complex organizational problems;  C6 – demonstration of organization of working team whose task will be to work out a certain management decision and demonstration of principles of controlling its work. |

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| **SUBJECT EDUCATIONAL EFFECTS**  relating to knowledge:  PEK\_W01- defines basic notions from the area of organizational methods and techniques ;  PEK\_W02 – understands theoretical foundations of applying in organizations organizational methods and techniques;  relating to skills:  PEK\_U01-determines the organizational methods and techniques’ usefulness in managing human teams;  PEK\_U02 – is able to recognize and classify decision problems which require the application of effective methods;  relating to social competences:  PEK\_K01- applies selected organizational methods and techniques while searching solutions of complex organizational problems;  PEK\_K02- works in team and is able to control the team work using the knowledge from the area of organizational methods and techniques; |

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| **PROGRAMME CONTENT** | | |
| **Form of classes - lecture** | | **Number of hours** |
| Lec 1 | Organizational methods and techniques in the organization and management science: a synthetic presentation of main streams, schools and approaches in the science about organization and management, organizational methods and techniques – basic notions, classification of organizational methods and techniques. | 2 |
| Lec 2 | Basic process of solving organizational problems: general method of organizational course of action. Organizational principles. | 2 |
| Lec 3 | Basic methodological approaches used in management: analytical method – descriptive-improving (diagnostic), synthetic method – functional-modeling (prognostic), system approach (system analysis method) and its derivatives. General characteristics, comparison of approaches. | 2 |
| Lec 4 | Descriptive – improving method (diagnostic) method; essence, procedure of action, diagnostic evaluation criteria , diagnostic techniques, work organization n technique. | 2 |
| Lec 5 | functional-modeling (prognostic) method, fundamentals of the course of action, procedure, principles of system description, ideal system, evaluation criteria, cost triangle; | 2 |
| Lec 6 | System methods, system engineering, system analysis methods, essence of the course of action, system and organization, procedure of the course of action, methods of solution shaping, system and organization evaluation and criteria, | 2 |
| Lec 7 | General principles and scope of complex changes in organization. Methods of evaluation and choice of solutions of organizational problems, implementation of selected solutions, change management in organization. | 2 |
| Lec 8 | Profile of the manager – specialist in organization: effectiveness of action, methods making the management job more efficient. Final test. | 1 |
|  | Total hours | 15 |

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| **Form of classes - class** | | **Number of hours** |
|  | **Scope of classes: Application of a selected organizational method or technique to the solution of a concrete, selected organizational problem in an organization / production or service company.** |  |
| Cl 1 | Selection of the research object, characteristics of the selected organization / company (according to the Leavitt model of organization description) | 2 |
| Cl 2 | Analysis and diagnosis of the selected research area – diagnosis of the present state, identification of the most important problems of the investigated organization/ company, area. | 2 |
| Cl 3 | Formulation of the selected (being solved) – a general one and a detailed one. Selection, justification and description of the organizational method or technique used to solve the identified and selected organizational problem. | 2 |
| Cl 4 | Application of the selected organizational method, technique to the solution of the selected organizational problem (realization of the research procedure). | 2 |
| Cl 5 | Characteristics of the solution variants. Evaluation and selection of the solution variants. | 2 |
| Cl 6 | Implementation of the changes in the organization, improvement project, implementation method, forecast effects. Conclusions and final remarks. | 2 |
| Cl 7 | Presentation and discussion of the proposed ways of acting and the results obtained by various groups of students. | 2 |
| Cl 8 | Presentation and discussion of the proposed ways of acting and the results obtained by various groups of students. Final crediting. | 1 |
|  | Total hours | 15 |

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| **Form of classes - laboratory** | | **Number of hours** |
| Lab 1 |  |  |
| Lab 2 |  |  |
| Lab 3 |  |  |
|  | Total hours |  |

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| **Form of classes - project** | | **Number of hours** |
| Proj 1 |  |  |
| Proj 2 |  |  |
| Proj 3 |  |  |
|  | Total hours |  |

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| **Form of classes - seminar** | | **Number of hours** |
| Sem 1 |  |  |
| Sem 2 |  |  |
| Sem 3 |  |  |
|  | Total hours |  |

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| **TEACHING TOOLS USED** |
| N1.traditional lecture – presenting the knowledge, with problems to be discussed, usin a multimedia presentation  N2. Classes: team work on a selected case study. Application of organizational methods and techniques to the realization of a complete cycle of the solution of the identified and selected organizational problem. |

**EVALUATION OF SUBJECT EDUCATIONAL EFFECTS ACHIEVEMENT**

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| **Evaluation** (F – forming (during semester), P – concluding (at semester end) | Educational effect number | Way of evaluating educational effect achievement |
| P | PEK\_W01  PEK\_W02 | Written exam for crediting |
| P=1 | | |

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| **PRIMARY AND SECONDARY LITERATURE** |
| **PRIMARY LITERATURE:**   1. [Antoszkiewicz J., *Rozwiązywanie problemów firmy. Praktyka zmian*. POLTEXT, Warszawa 1998. 2. Martyniak Zb., *Metody organizowania procesów pracy.* Warszawa PWE 1996. 3. Mikołajczyk Z., *Techniki organizatorskie w rozwiązywaniu problemów zarządzania.* PWN, Warszawa 1999. 4. Piekarczyk A., Zimniewicz K., *Myślenie sieciowe w teorii i praktyce*, PWE, Warszawa 2010. 5. *Metody i techniki organizatorskie.* pod red. J. Skalika. AE, Wrocław 2001. 6. *Metody sprawnego zarządzania*. H. Bieniok i zespół. Placet, Warszawa 1997.   **SECONDARY LITERATURE:**   1. Góralski A. *Twórcze rozwiązywanie zadań*. PWN, Warszawa 1989. 2. Pszczołowski T. *Zasady sprawnego działania.* ISBN, Warszawa 1982. |
| **SUBJECT SUPERVISOR (NAME AND SURNAME, E-MAIL ADDRESS)** |
| **Agata Klaus-Rosińska,** [**agata.klaus@pwr.edu.pl**](mailto:agata.klaus@pwr.edu.pl) |

MATRIX OF CORRELATION BETWEEN EDUCATIONAL EFFECTS FOR SUBJECT

**Organizational Methods and Techniques**

AND EDUCATIONAL EFFECTS FOR MAIN FIELD OF STUDY Management

AND SPECIALIZATION **Business Management**

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| **Subject educational effect** | **Correlation between subject educational effect and educational effects defined for main field of study and specialization (if applicable)\*\*** | **Subject objectives\*\*\*** | **Programme content\*\*\*** | **Teaching tool number\*\*\*** |
| **PEK\_W01 (knowledge)** | K1\_ZARZ\_W07  K1\_ZARZ\_W16  S1\_ZARZ\_ZP\_W10 | C1,C2,C4 | Lec1-Lec8  Cl 1-Cl 8 | N1,N2 |
| **PEK\_W02** | K1\_ZARZ\_W07  K1\_ZARZ\_W16  S1\_ZARZ\_ZP\_W10 | C1,C2,C3,C4 | Lec1-Lec8  Cl 1-Cl 8 | N1,N2 |
| **PEK\_U01 (skills)** | K1\_ZARZ\_U04  K1\_ZARZ\_U05  K1\_ZARZ\_U07  S1\_ZARZ\_ZP\_U10 | C6 | Lec7, Lec8  Cl 1-Cl 8 | N1,N2 |
| **PEK\_U02** | K1\_ZARZ\_U04  K1\_ZARZ\_U05  K1\_ZARZ\_U07  S1\_ZARZ\_ZP\_U10 | C4,C5 | Lec1,Lec2  Cl 1-Cl 3 | N1,N2 |
| **PEK\_K01 (competences)** | K1\_ZARZ\_K02  K1\_ZARZ\_K04 | C4,C5 | Cl 1-Cl 8 | N2 |
| **PEK\_K02** | K1\_ZARZ\_K02  K1\_ZARZ\_K03 | C6 | Cl 1-Cl 8 | N2 |

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

\*\*\* - from table above