

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
Form of classes - class		Number of hours
Cl 1	Methods & Techniques – difference, basic information	2
Cl 2	Activity Based Management (ABM)	6
Cl 3	Balanced Scorecard (BSC)	6
Cl 4	Summary	1
	Total hours	15
Form of classes - laboratory		Number of hours
Lab 1		
Lab 2		
Lab 3		
	Total hours	
Form of classes - project		Number of hours
Proj 1		
Proj 2		
Proj 3		
	Total hours	
Form of classes - seminar		Number of hours
Sem 1		
Sem 2		
Sem 3		
	Total hours	
TEACHING TOOLS USED		
N1. informative lecture N2. multimedia presentation N3. case studies N4. classrooms lists		

EVALUATION OF SUBJECT EDUCATIONAL EFFECTS ACHIEVEMENT

Evaluation (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		
PRIMARY AND SECONDARY LITERATURE		
<u>PRIMARY LITERATURE:</u>		
[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		
<u>SECONDARY LITERATURE:</u>		
[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		
SUBJECT SUPERVISOR (NAME AND SURNAME, E-MAIL ADDRESS)		
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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)

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 S1_ZARZ_OM_W10	C1, C2, C3	Lec1, Lec2, Lec3, Lec4, Lec 5, Lec6 CL1, CL2, CL3	N1, N2, N3, N4
PEK_W02	K1_ZARZ_W07 S1_ZARZ_OM_W10	C1, C2, C3	Lec1, Lec2, Lec3, Lec4, Lec 5, Lec6 CL1, CL2, CL3	N1, N2, N3, N4
PEK_U01 (skills)	S1_ZARZ_OM_U10	C1, C2, C3	Lec1, Lec2, Lec3, Lec4, Lec 5, Lec6 CL1, CL2, CL3	N1, N2, N3, N4
PEK_U02	S1_ZARZ_OM_U10	C1, C2, C3	Lec1, Lec2, Lec3, Lec4, Lec 5, Lec6 CL1, CL2, CL3	N1, N2, N3, N4
PEK_K01 (competences)	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