

## COURSE GUIDE

<u>Subject name</u>	<b>Methods of business organization and management</b>
<u>Course of study</u>	<b>Quality and Production Management</b>
<u>The form of study</u>	<b>Full-time</b>
<u>Level of qualification</u>	<b>First</b>
<u>Year</u>	<b>II</b>
<u>Semester</u>	<b>IV</b>
<u>The implementing entity</u>	<b>Department of Production Engineering and Safety</b>
<u>The person responsible for preparing</u>	<b>dr hab. inż. Piotr Tomski, prof. PCz</b>
<u>Profile</u>	<b>General academic</b>
<u>ECTS points</u>	<b>3</b>

### TYPE OF TEACHING – NUMBER OF HOURS PER SEMESTER

LECTURE	CLASS	LABORATORY	PROJECT	SEMINAR
<b>15E</b>	<b>15</b>	-	-	-

### COURSE AIMS

- 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.

### LEARNING OUTCOMES

- EU1. Student can list, characterize and discuss basic methods and techniques of organization and management.
- EU2. Student understands organization and management methods and can indicate their practical use.
- EU3. Student has skills in analyzing practical solutions in the area of organization and management in business organizations.
- EU4. Student has the ability to solve simple problem situations in the area of organization and management and express their opinions in this field.

### COURSE CONTENT

Type of teaching – LECTURE	Number of hours
W1. Introduction to the course. Basic concepts in methods of work organization and management. Classification of methods and techniques of organization and management.	2
W2. Methods of management of relationships of enterprises with their environment.	3
W3. Methods of organizing.	2
W4. Planning methods.	2
W5. Methods of motivating.	2
W6. Methods of obtaining information for management purposes.	2
W7. Methods of solving problems in enterprises.	2
Teaching form - CLASS	Number of hours
C1. Introduction to the course. Basic concepts in methods of work organization and management. Classification of methods and techniques of organization and	2

management.	
C2. Methods of management of relationships of enterprises with their environment.	3
C3. Methods of organizing.	2
C4. Planning methods.	2
C5. Methods of motivating.	2
C6. Methods of obtaining information for management purposes.	2
C7. Methods of solving problems in enterprises.	1
C8. 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.

### WAYS OF ASSESSMENT (F – FORMATIVE, P – SUMMATIVE)

F1 Assessment of problem solutions, case study descriptions and exercises done in the course of the semester.

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		13	0.52	
Exam		2	0.08	
Contact hours with the teacher	Class	15	0.6	1.08
Getting acquainted with the indicated literature		12	0.48	
Preparation for the classes		10	0.4	0.4
Consultation		8	0.32	0.32
<b>TOTAL NUMBER OF HOURS/ ECTS POINTS FOR THE COURSE</b>		<b>75</b>	<b>3</b>	

### BASIC AND SUPPLEMENTARY RESOURCE MATERIALS

#### Basic resources

1. Galbraith J. R., Lawler E.E. Organizing for the future: The new logic for managing complex organizations. Jossey-Bass Inc Pub, 1993.
2. Weihrich H., Koontz H. Management: a Global Perspective, vol. 1. New York, McGraw-Hill, Inc., 1993.
3. Halff J. Management: a Global Perspective, vol. 2. Study Guide to Accompany WeihrichKoontz Management a Global Perspective. New York, McGraw-Hill, Inc., 1993.
4. Meersman H., van de Voorde E., Winkelmann W. (eds.) Planning, Operation, Management and Control. Amsterdam, Elsevier, 1999.
5. Chun Wei Choo, Information Management for the Intelligent Organization the Art of Scanning the Environment. 2002.
6. Robbins S.P., DeCenzo D.A. Fundamentals of Management: Essential Concepts and Applications. Upper Saddle River : Prentice-Hall, 2008.

#### Supplementary resources

1. Hisrich R.D., Ramadani V. (eds.) Effective Entrepreneurial Management: Strategy, Planning, Risk Management, and Organization. Cham, Springer International Publishing, 2017.
2. Cokins G. Strategic Business Management: from Planning to Performance. New York, American Institute of Certified Accountants, 2013.

3. Barrow C., Barrow P., Brown R. The Business Plan Workbook. London, Kogan Page Limited, 1992.
4. Robichaud D., Cooren F. (eds.) Organization and Organizing: Materiality, Agency, and Discourse. New York, Routledge Taylor & Francis Group, 2013.
5. Borkowski S., Tuckova Z. (eds.) Human Potential Management in a Company: Motivation, Workers' Motivating. Zlin, Tomas Bata University, 2011.
6. Nowodziński P., Tomski P. Więzi międzyorganizacyjne w strategii konkurencji i rozwoju przedsiębiorstw. Wydawnictwo Wydziału Zarządzania Politechniki Częstochowskiej, Częstochowa 2010.
7. Lemańska-Majdzik A., Tomski P. (eds.) Challenges in Contemporary Management. Wydawnictwo Wydziału Zarządzania Politechniki Częstochowskiej, Częstochowa 2013.

**TEACHERS (NAME, SURNAME, E-MAIL ADDRESS)**

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**MATRIX OF LEARNING OUTCOMES REALISATION**

Learning outcome	Reference of given outcome to outcomes defined for whole program (PRK)	Course aims	Course content	Teaching tools	Ways of assessment
EU1	K_W01, K_W02, K_W03, K_W07	C1	W1-W7, C1-C8	1, 2, 3, 4	F1, P1, P2
EU2	K_W01, K_W02, K_W03, K_W07, K_U4, K_K04	C1, C2	W1-W7, C1-C8	1, 2, 3, 4, 5	F1, P1, P2
EU3	K_W01, K_W02, K_W03, K_W07, K_U4, K_K04	C2, C2	W1-W7, C1-C8	1, 2, 3, 4, 5	F1, P1, P2
EU4	K_W01, K_W02, K_W03, K_W07, K_U4, K_K04	C2, C2	W1-W7, C1-C8	1, 2, 3, 4, 5	F1, P1, P2

**FORM OF ASSESSMENT - DETAILS**

	grade 2	grade 3	grade 4	grade 5
EU1	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%.
EU2	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%.
EU3	Student has skills in analyzing practical solutions in the area of methods of organization and management in business organizations in less than 60%.	Student has skills in analyzing practical solutions in the area of methods of organization and management in business organizations in at least 60%.	Student has skills in analyzing practical solutions in the area of methods of organization and management in business organizations in 80%.	Student has skills in analyzing practical solutions in the area of methods of organization and management in business organizations in 100%.
EU4	Student has the ability to solve simple problem situations in the area of	Student has the ability to solve simple problem situations in the area of	Student has the ability to solve simple problem situations in the area of	Student 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%.	organization and management and can express their own opinions in this field in at least 60%.	organization and management and can express their own opinions in this field in 80%.	organization and management and can express their own opinions in this field in 100%.
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**ADDITIONAL USEFUL INFORMATION ABOUT THE COURSE**

1. Information where presentation of classes, instruction, subjects of seminars can be found, etc. - presented to students during first classes, if required by the formula classes are sent electronically to the e-mail addresses of individual dean groups.
2. Information about the place of classes - Information can be found on the website of the Faculty of Management.
3. Information about the timing of classes (day of the week / time) - Information can be found on the website of the Faculty of Management.
4. Information about the consultation (time + place) - Information can be found on the website of the Faculty of Management.

