DESCRIPTION OF THE COURSE OF STUDY
FOR EXCHANGE STUDENTS

Kod przedmiotu	0413.3.LOG1.B/C21.PPR	
Name of the course in	English	***Processes Design***
	Polish	Projektowanie procesów

1. LOCATION OF THE COURSE OF STUDY WITHIN THE SYSTEM OF STUDIES

1.1. Field of studies	Logistics
1.2. Form of studies	Full Time / Part Time
1.3. Level of studies	I degree (Bachelor's Degree)
1.4. Profile of studies	Academic
1.5. Person responsible for the card	Joanna Łabędzka, PhD
1.6. Contakt	joanna.labedzka@ujk.edu.pl

2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY

2.1. Language	English, Polish
2.2. Prerequisites	Basics of logistics

3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY

3.1. Form of classes		Lecture, practical classes
3.2. Place of classes		Lecture and practical classes at University
3.3. Form of assessment		Lecture – exam, practical classes – graded credit
3.4. Didactic methods		Lecture with presentation Practical classes – workshops
3.5. Literature	**Basic**	1. Piotrowski M. (2016). Procesy Biznesowe w Praktyce. Projektowanie, testowanie i optymalizacja, Onepress. 2. Bitkowska A., Weiss E. (2016). Wielowymiarowość podejścia procesowego w zarządzaniu, Wydawnictwo AEH.
	Additional	1. Ficon K. (2016). Logistyka ekonomiczna Procesy logistyczne, BEL Studio. 2. Slack N., Chambers S., et.al. (2018). Operations and Process Management: Principles and Practice for Strategic Impact, Pearson

4. OBJECTIVES, SYLLABUS CONTENT

4.1. Subject objectives

Lecture:

C1. Knowledge – Familiarizing with the process concept, the possibilities of designing, improving and managing processes, as well as the results of scientific research on process design.

C2. Skills – Ability to choose appropriate notations and methods for process design and improvement.

C3. Social competences – Understanding the social competences necessary to independently expand knowledge in the field of process design.

Practical classes and e-learning:

C1. Knowledge – has knowledge of the notation systems used.

C2. Skills – Is able to present a process diagram using notation and streamlining logistic processes..

C3. Social competences – Ability to further, independently develop the research workshop for the purposes of process design

4.2. Detailed syllabus

Lecture:

1. Functional and process orientation in enterprise management
2. Definition and generic classification of processes
3. Process approach
4. The essence and goals of process management
5. Models and standardization of processes
6. Designing processes and implementing changes
7. Methods and techniques of process improvement
8. Process management
9. Methodology of managing economic processes
10. Implementation of the process approach in the enterprise as well as forms and methodologies of process management

Practical classes:

1. Enterprise management in the functional and process system
2. Models and standardization of processes
3. Process modeling - notations
4. Process improvement methods
5. Process management
6. Methodology of managing economic processes
7. Process approach in the enterprise and its implementation

4.3. Subjects' learning outcomes

LO	A student who has passed a subject	Reference to directional learning outcomes
In terms of **KNOWLEDGE:**		
W01	Identifies knowledge in process design	LOG1A_W14
W02	has knowledge in the field of marketing in the design of logistics processes	LOG1A_W15
in terms of **SKILLS:**		
U01	understands the relationship between logistics processes and the efficiency of the company's operation and the need for their proper design	LOG1A_U01
U02	Can make a critical assessment of the functioning of logistics processes in the company	LOG1A_U09
In terms of **SOCIAL COMPETENCES:**		
K01	Has the ability to use the acquired knowledge to solve dilemmas arising in the creation, improvement and ongoing management of logistics processes	LOG1A_K06

Ways of verifying the achievement of the learning outcomes in question

Learning outcome	Way of verifying (+/-)									
	Written exam			Logistics project			Test			
	Form of classes			*Form of classes*			*Form of classes*			
	W	C	...	W	C	...	W	C		
W01	+				+			+		
W02	+							+		
U01	+				+			+		
U02	+				+			+		
K01	+				+					

4.5. Criteria for assessing the degree of achievement of learning outcomes

Form of classes	Grade	Assessment criteria
Lecture	3	The student obtained 50-60% of points. from the written exam.
	3,5	The student obtained 61-70% of points. from the written exam
	4	The student obtained 71-80% of points. from the written exam
	4,5	The student obtained 81-90% of points. from the written exam
	5	The student obtained 91-100% of points. from the written exam
Practical classes	3	The student prepared a project in the subject area and passed the test at the level of 50-60% of the maximum number of points possible to get
	3,5	The student prepared a project in the subject area and passed the test at the level of 61-70% of the maximum number of points possible to get
	4	The student prepared a project in the subject area and passed the test at the level of 71-80% of the maximum number of points possible to get
	4,5	The student prepared a project in the subject area and passed the test at the level of 81-90% of the maximum number of points possible to get
	5	The student prepared a project in the subject area and passed the test at the level of 91-100% of the maximum number of points possible to get

4. ECTS POINTS BALANCE - STUDENT WORKLOAD

Category	Student workload	
	Full time studies*	Part time studies*

NUMBER OF HOURS IMPLEMENTED WITH DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/	***65***	***30***
Participation in lectures	30	15
Participation in practical classes	30	10
Participation in the exam / test	3	3
Other:consultancy	2	2
STUDENT'S INDEPENDENT WORK /NON-CONTACT HOURS/	***60***	***95***
Preparation for the lecture	10	10
Preparation for the practical classes	20	20
Preparation to the exam / test	30	65
TOTAL HOURS	***125***	***125***
ECTS Credits	**5**	**5**