Kod przedmiotu		0413.3ZARZ2.D8.PPB
Name of the course in	English	***Business Process Modelling***
	Polish	Projektowanie procesów biznesowych

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

1.1. Field of studies	Management
1.2. Form of studies	Full Time / Part Time
1.3. Level of studies	II degree (Master 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	-

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		graded credit
3.4. Didactic methods		Lecture - problem lecture, discussion, use of technical teaching aids. Exercises - workshop.
3.5. Literature	**Basic**	1. Rostek K., Wiśniewski M. (2020), Modelowanie i analiza procesów w organizacji, Oficyna Wydawnicza Politechniki Warszawskiej. 2. Żeliński J. (2016). Analiza biznesowa. Praktyczne modelowanie organizacji, Onepress
	Additional	1. Wang W., Chen T., Indulska M., Sadiq Sh., Weber B. (2022). Business process and rule integration approaches—An empirical analysis of model understanding, Information Systems, Volume 104, 101901, ISSN 0306-4379, https://doi.org/10.1016/j.is.2021.101901

4. OBJECTIVES, SYLLABUS CONTENT

4.1. Subject objectives
Lecture:
C1. Knowledge - Familiarization with the concept of the process and its practical use in company management and methods of process improvement..
C2. Skills - Identification and mapping of processes and the ability to apply basic methods of process optimization.
C3. Social competences - Sensitizing to the role of business process models supporting management

Practical classes:
C1. Knowledge – Has knowledge of the computer tools used to design business processes.
C2. Skills – Can present a process diagram using a computer tool and apply methods for improving and optimizing processes.
C3. Social competences - Understands the need to design and improve processes in the company.

4.2. Detailed syllabus

Lecture:
1. Methodical basis of process management.
2. Identification of processes.
3. Modeling of processes.
4. Process modeling notations.
5. IT tools supporting modeling of processes.
6. Optimization of processes in the context of the effectiveness of the organization's functioning.
7. Improving processes in the context of the effectiveness of the organization's functioning..

Practical classes:
1. Identification of processes.
2. Process mapping.

	3. Application of the selected notation for modeling business processes. 4. Modeling of business processes with the use of IT tools. 5. Improving processes in the context of the effectiveness of the organization's functioning.

4.3. Subjects' learning outcomes

LO	A student who has passed a subject	Reference to directional learning outcomes
	In terms of **KNOWLEDGE:**	
W01	knows the basic notations, methodologies and IT tools supporting modeling of business processes	ZARZ2A_W03
W02	knows the methods of improving and optimizing business processes in the enterprise	ZARZ2A_W12
	in terms of **SKILLS:**	
U01	Has the ability to use notation to represent the company's business processes using computer tools.	ZARZ2A_U19
U02	Has the ability to select and apply methods for process improvement	ZARZ2A_U20
	In terms of **SOCIAL COMPETENCES:**	
K01	independently acquires and improves his professional and research competences in the field of business process modeling	ZARZ2A_K05

Ways of verifying the achievement of the learning outcomes in question

Learning outcome	Written test			Project			Test			Presentation			Activity during classes			Team work		
	Form of classes			Form of classes			Form of classes			Form of classes			Form of classes			Form of classes		
	W	C	e-learning	W	C	...	W	C	...	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	Passed a written test at the level of 50-60% of the maximum possible number of points
	3,5	Passed a written test at the level of 61-70% of the maximum possible number of points
	4	Passed a written test at the level of 71-80% of the maximum possible number of points
	4,5	Passed a written test at the level of 81-90% of the maximum possible number of points
	5	Passed a written test at the level of 91-100% of the maximum possible number of points
Practical classes	3	passed the test at the level of 50-60% of the maximum number of points possible to get
	3,5	passed the test at the level of 61-70% of the maximum number of points possible to get
	4	passed the test at the level of 71-80% of the maximum number of points possible to get
	4,5	passed the test at the level of 81-90% of the maximum number of points possible to get
	5	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/	*34*	*24*
Participation in lectures	15	10
Participation in practical classes	15	10
Participation in written test and test	2	2
Consultancy	2	2

STUDENT'S INDEPENDENT WORK /NON-CONTACT HOURS/	16	26
Preparation to the lecture	2	2
Preparation of the practical classes	2	2
Preparation to the tests	12	22
TOTAL HOURS	50	50
ECTS Credits	2	2