

**DESCRIPTION OF THE COURSE OF STUDY
FOR EXCHANGE STUDENTS**

Kod przedmiotu	0413.3ZARZ2.B/C13.ZAP	
Name of the course in	English	<i>Processes Management</i> Zarządzanie procesami
	Polish	

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	Marcin Szpli, PhD
1.6. Kontakt	marcin.szplit@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	Lecture: exam, practical classes: graded credit	
3.4. Didactic methods	Lecture: giving method using multimedia presentation; Classes: case study - searching for solutions to problems, discussion, engaging students in the exchange of observations and conclusions;	
3.5. Literature	Basic	1. Szczepańska K., Bugdol M., Podstawy zarządzania procesami, Warszawa, Diffin 2016.
	Additional	1. Bitkowska A., Weiss E., Metody podejścia procesowego w organizacjach Teoria i praktyka. Warszawa Diffin 2015.

4. OBJECTIVES, SYLLABUS CONTENT

<p>4.1. Subject objectives</p> <p>Lecture: C1. Knowledge - Understanding the essence and regularity of the process approach in management. C2. Skills - applying the principles and tools of process management. C3. Social competences - Understanding the social aspect of process management.</p> <p>Practical classes: C1. Knowledge - Learning the methods of mapping and optimizing processes. C2. Skills - Application of process optimization tools. C3. Social competences - Sensitivity to the social nature of processes in the organization.</p>
<p>4.2. Detailed syllabus</p> <p>Lecture: 1. Evolution of the organization towards process management. 2. Process approach in selected management concepts. 3. Systems approach in organization analysis. 4. Identification of business processes. 5. Process models, characteristics of business processes. 6. Modeling of processes. 7. BPNM and UML notation. 8. Determining indicators in processes. 9. Improving business processes. 10. Quality in process organization. 11. Implementation of the process approach in the organization. 12. The structure of the process organization. 13. Designing process organization. 14. IT systems supporting process management. 15. Social aspects of process management.</p> <p>Classes:</p>

1. Definition of organizational processes.
2. Identification of processes in the organization.
3. Process mapping via flowchart.
4. Economic and organizational indicators in processes.
5. Quality measurement in the process.
6. The structure of the process organization.
7. Use of BPMN notation.

4.3. Subjects' learning outcomes

LO	A student who has passed a subject	Reference to directional learning outcomes
In terms of KNOWLEDGE :		
W01	defines the rules for the implementation of process management in the enterprise.	ZARZ2A_W01
W02	knows the measures of process efficiency	ZARZ2A_W08
in terms of SKILLS :		
U01	Develops a map of the company's business processes	ZARZ2A_U10
U02	can measure the effectiveness of a business process.	ZARZ2A_U12
In terms of SOCIAL COMPETENCES :		
K01	Develops competences related to working in a group	ZARZ2A_K02

Ways of verifying the achievement of the learning outcomes in question

Learning outcome	Way of verifying (+/-)																	
	Written exam			Project			Case study			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 the written exam at the level of 50-60% of the maximum possible number of points.
	3,5	Passed the written exam at the level of 61-70% of the maximum possible number of points
	4	Passed the written exam at the level of 71-80% of the maximum possible number of points
	4,5	Passed the written exam at the level of 81-90% of the maximum possible number of points
	5	Passed the written exam at the level of 91-100% of the maximum possible number of points
Practical classes	3	Gained a total of 50-60% of the maximum number of points possible to get (project and activity).
	3,5	Gained a total of 61-70% of the maximum number of points possible to get (project and activity).
	4	Gained a total of 71-80% of the maximum number of points possible to get (project and activity).
	4,5	Gained a total of 81-90% of the maximum number of points possible to get (project and activity).
	5	Gained a total of 91-100% of the maximum number of points possible to get (project and activity).

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/	50	30
Participation in lectures	30	15
Participation in practical classes	15	10

<i>Participation in the exam</i>	3	3
<i>Consultancy</i>	2	2
<i>STUDENT'S INDEPENDENT WORK /NON-CONTACT HOURS/</i>	25	45
<i>Preparation to the lecture</i>	5	15
<i>Preparation to the practical classes</i>	10	20
<i>Preparation to the exam</i>	5	5
<i>Gathering materials for the project, internet query</i>	5	5
<i>TOTAL HOURS</i>	75	75
ECTS Credits	3	3