

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

Kod przedmiotu	0413.3.ZARZ1.D39.LPF	
Name of the course in	English	<i>Enterprise work lab</i> Laboratorium pracy firmy
	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	I degree (Bachelor's Degree)
1.4. Profile of studies	Academic
1.5. Person responsible for the card	Prof. Olaf Flak, PhD
1.6. Kontakt	olaf.flak@ujk.edu.pl

2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY

2.1. Language	English, Polish
2.2. Prerequisites	Basics of Management, Organization Behavior

3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY

3.1. Form of classes	practical classes	
3.2. Place of classes	Practical classes at University	
3.3. Form of assessment	graded credit - Written test, team project work in the field of team management in the company	
3.4. Didactic methods	Lecture, discussion, exercises, individual work, teamwork	
3.5. Literature	Basic	<ol style="list-style-type: none"> 1. Cabala P., Metody doskonalenia procesów zarządzania projektami w organizacji, Difin, Warszawa 2016. 2. Sokołowska S., Koncepcje organizacji i metody zarządzania: możliwości i ograniczenia, Difin, Warszawa 2016. 3. Pawlikowska-Olszta, M., Skuteczny menedżer: czego nie uczą w szkole o zarządzaniu ludźmi, Edgard, Warszawa 2015. 4. Mućko P., Sokół A., Jak założyć i prowadzić własną firmę: praktyczny poradnik z przykładami, CeDeWu, Warszawa 2021.
	Additional	<ol style="list-style-type: none"> 1. Kożuch B., Nauka o organizacji. CeDeWu, Warszawa 2021. 2. Wodecki A., Sztuczna inteligencja we współczesnych organizacjach: jak autonomiczne systemy mogą wpływać na firmy, modele biznesowe i rynki, Wydawnictwo Naukowe PWN, Warszawa 2021. 3. McCormick, J. The First-Time Manager. HarperCollins Leadership, 7th edition, 2021. 4. Markowski Wł. J., ABC small businessu, Wydawnictwo Marcus, Łódź 2015. 5. Blomberg J., Organization theory: management & leadership analysis, Los Angeles, SAGE, 2020.

4. OBJECTIVES, SYLLABUS CONTENT

<p>4.1. Subject objectives</p> <p>Practical classes:</p> <p>C1. Knowledge – Acquiring knowledge about selected operational management processes in the team in the organization.</p> <p>C2. Skills – Obtaining skills within selected operational management processes.</p> <p>C3. . Social competences – Acquisition of sensitivity in the field of social conditions of the company's functioning.</p>
<p>4.2. Detailed syllabus</p> <p>Practical classes:</p> <ol style="list-style-type: none"> 1. Basic areas of company management in the operational dimension, regardless of the functional dimension of the company 2. Team building methods in the company aimed at achieving the synergy effect 3. Defining organizational problems that must be solved in the company's current business practice 4. The use of heuristic techniques to search for solutions to organizational problems in operational activities in the company 5. Determining the specifications of organizational solutions in operational decisions in the company 6. Conditions for creating decision-making options in terms of solving organizational problems and making the

- right decisions in an organized manner
7. Setting goals and tasks related to operational decisions in the company
 8. Resolving conflicts between employees in a team or employee groups
 9. Reintegration of the employee team in the company in order to improve the efficiency of company management
 10. Strategic and operational control of the company's activities.

4.3. Subjects' learning outcomes

LO	A student who has passed a subject	Reference to directional learning outcomes
In terms of KNOWLEDGE :		
W01	Is able to identify areas of company management in business practice that require the use of management techniques and methods.	ZARZ1A_W01
W02	knows the basic theories of company management from the point of view of business activity	ZARZ1A_W03
W03	Is able to identify operational management processes in the company and has knowledge of the most important management methods in this area.	ZARZ1A_W08
in terms of SKILLS :		
U01	can use the knowledge of organization management methods in order to solve organizational problems in the company's work.	ZARZ1A_U01
U02	skillfully applies managerial techniques to solve encountered organizational problems in business practice.	ZARZ1A_U03
U03	uses and develops techniques and managerial tools in many areas of the company's activity	ZARZ1A_U11
In terms of SOCIAL COMPETENCES :		
K01	is aware of the need to develop his interpersonal skills and use them at work in the company.	ZARZ1A_K04
K02	is eager to develop his managerial skills in order to manage the company more effectively in practice.	ZARZ1A_K05

Ways of verifying the achievement of the learning outcomes in question

Learning outcome	Way of verifying (+/-)									
	Test			Project						
	Form of classes			Form of classes						
	W	C	...	W	C	...				
W01	+									
W02	+									
W03	+									
U01	+				+					
U02	+				+					
U03	+				+					
K01	+									
K02	+									

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

Form of classes	Grade	Assessment criteria
Practical classes	3	Passed the test at the level of 50-60% of the maximum possible number of points; written team project work in the field of team management in the company..
	3,5	Passed the test at the level of 61-70% of the maximum possible number of points; written team project work in the field of team management in the company..
	4	Passed the test at the level of 71-80% of the maximum possible number of points; written team project work in the field of team management in the company..
	4,5	Passed the test at the level of 81-90% of the maximum possible number of points; written team project work in the field of team management in the company..
	5	Passed the test at the level of 91-100% of the maximum possible number of points; written team project work in the field of team management in the company..

4. ECTS POINTS BALANCE - STUDENT WORKLOAD

Category	Student workload	
	Full time studies*	Part time studies*
<i>NUMBER OF HOURS IMPLEMENTED WITH DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/</i>	33	13
<i>Participation in practical classes</i>	30	10
<i>Participation in the exam / test</i>	2	2
<i>Other: consultancy</i>	1	1
<i>STUDENT'S INDEPENDENT WORK /NON-CONTACT HOURS/</i>	17	37
<i>Preparation for the practical classes</i>	3	7
<i>Preparation to the exam / test</i>	10	20
<i>Project</i>	4	10
TOTAL HOURS	50	50
ECTS Credits	2	2