

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

Kod przedmiotu	0413.3.ZARZ1.B/C30.ZPR	
Name of the course in	English	<i>Project management</i> Zarządzanie projektami
	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. Beata Poteralska, PhD
1.6. Kontakt	beata.poteralska@ujk.edu.pl

2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY

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

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, case studies, discussion	
3.5. Literature	Basic	<ol style="list-style-type: none"> 1. Wysocki R., Efektywne zarządzanie projektami, wydanie 7, Wydawnictwo: Onepress, 2018. 2. The Project Management Cycle, PM4DEV – Project Management for Development Organizations, 2020, https://www.pm4dev.com/resources/free-e-books/8-the-project-management-cycle/file.html 3. Trocki M. Metodyki i standardy zarządzania projektami, 201
	Additional	<ol style="list-style-type: none"> 1. Richardson G.L., Jackson B.M., Project Management Theory and Practice, Taylor & Francis Group, 2019. 2. Bennet N., Buttrick R., Stanton P., PRINCE2®: skuteczne zarządzanie projektami, Norwich: TSO, 2021. 3. A guide to the project management body of knowledge (PMBOK guide), Project Management Institute, 2017.

4. OBJECTIVES, SYLLABUS CONTENT

<p>4.1. Subject objectives</p> <p>Lecture:</p> <p>C1. Knowledge – Familiarization with the project management process.</p> <p>C2. Skills – The ability to apply the methods used in the project management process in practice and to use them in scientific research.</p> <p>C3. Social competences – Shaping the effort of independent acquisition and improvement of knowledge.</p> <p>Practical classes:</p> <p>C1. Knowledge – Knowledge of project management methodology..</p> <p>C2. Skills – Applying methods used in the project management process.</p> <p>C3. Social competences – Easy adaptation and operation in new, changing conditions.</p>
<p>4.2. Detailed syllabus</p> <p>Lecture:</p> <ol style="list-style-type: none"> 1. The concept of project, process, project management. 2. Project management cycle. Initiating projects. 3. Functions and characteristics of the project manager. 4. Appointment of the project team. 5. Planning the course of the project (including: project scope, project structure, resources, cost estimate, quality, risk, purchases, communication plan). 6. Project implementation phase (including: monitoring, deviations, interventions, change management).

7. Closing projects.
8. Project management methodologies. Project management tools.
Practical classes:
1. Project initiation, project planning, project costing, project risk management, project implementation, project closure.
2. Application of project management tools.

4.3. Subjects' learning outcomes

LO	A student who has passed a subject	Reference to directional learning outcomes
In terms of KNOWLEDGE:		
W01	Has knowledge of the finances of the enterprise, is able to perform financial analysis in the enterprise, is able to raise funds and manage the enterprise's assets	ZARZ1A_W15
W02	knowledge of the use of management processes in the organization's operations	ZARZ1A_W08
W03	has knowledge of modern management concepts and tools for cooperation and competition between enterprises	ZARZ1A_W03
in terms of SKILLS:		
U01	Is able to lead and participate in projects that introduce specific changes in the organization.	ZARZ1A_U06
U02	Can analyze and synthesize data using mathematical methods	ZARZ1A_U11
U03	is able to make independent decisions and economic activities in changing market conditions	ZARZ1A_U15
In terms of SOCIAL COMPETENCES:		
K01	can create social projects and explain their economic and management aspects	ZARZ1A_K01

Ways of verifying the achievement of the learning outcomes in question

Learning outcome	Way of verifying (+/-)									
	Written exam			Test			Activity during classes			
	Form of classes			Form of classes			Form of classes			
	W	C	...	W	C	...	W	C		
W01	+				+			+		
W02	+				+			+		
W03	+				+			+		
U01					+					
U02					+					
U03	+				+			+		
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 number of points possible to obtain, taking into account activity in classes..
	3,5	Passed the written exam at the level of 61-70% of the maximum number of points possible to obtain, taking into account activity in classes.
	4	Passed the written exam at the level of 71-80% of the maximum number of points possible to obtain, taking into account activity in classes.
	4,5	Passed the written exam at the level of 81-90% of the maximum number of points possible to obtain, taking into account activity in classes.
	5	Passed the written exam at the level of 91-100% of the maximum number of points possible to obtain, taking into account activity in classes.
Practical classes	3	The student passed the test at the level of 50-60% of the maximum possible number of points.
	3,5	The student passed the test at the level of 61-70% of the maximum possible number of points.
	4	The student passed the test at the level of 71-80% of the maximum possible number of points.
	4,5	The student passed the test at the level of 81-90% of the maximum possible number of points.
	5	The student passed the test at the level of 91-100% of the maximum possible number of points.

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>	69	34
<i>Participation in lectures</i>	35	15
<i>Participation in practical classes</i>	30	15
<i>Participation in the exam / test</i>	2	2
<i>Other: consultancy</i>	2	2
<i>STUDENT'S INDEPENDENT WORK /NON-CONTACT HOURS/</i>	81	116
<i>Preparation for the lecture</i>	15	20
<i>Preparation for the practical classes</i>	26	25
<i>Preparation to the exam / test</i>	40	71
TOTAL HOURS	150	150
ECTS Credits	6	6