



Course title: Methods of Organization and Management

USOS code: **12S1-MOIZ**

ECTS credit allocation (and other scores): 6,0

Semester: autumn (1 semester)

Level of study: all

Branch of science: Social sciences

Language: English

Number of hours per semester: 30

Course coordinator/ Department and e-mail: Adam Wiśniewski PhD, adam.wisniewski@uwm.edu.pl, / Faculty of Economic Sciences, Institute of Management and Quality Sciences

Type of classes: classes

Substantive content

CLASSES: Methods for diagnosing and improving work processes. Heuristic methods in management. Graphic methods in diagnosing work processes. Network methods for optimizing production processes. Methods to improve managerial work. Solving organizational problems. The use of statistical methods. Business models.

Learning purpose:

On completion of the study programme the graduate will gain:

Knowledge: Has basic knowledge of interpersonal and social communication processes. Knows the types of organizational ties, regularities that govern them and their impact on social phenomena in contemporary organizations.

Skills: Is able to accept and set tasks in a team, has elementary organizational skills enabling the implementation of goals related to the design and undertaking professional activities

Social Competencies: Is able to actively participate in the group developing economic and social projects, is able to communicate with people who are not specialists

Basic literature: Robins S., Judge T., *Organizational behavior*, Pearson, 2001, Stoner J.F., Freeman R.E., Gilbert D.R., *Management*, Pearson Inc, 1994.

Wiśniewski A.K., (2013), *Time Based Management* [w:] Mioduszewski J.(red.), *Metody Organizacji i Zarządzania*, Wydawnictwo Expol;

Supplementary literature:

Wiśniewski A.K., (2016), *Wartość w koncepcji modeli biznesu*, *Przedsiębiorstwo we Współczesnej Gospodarce - Teoria i Praktyka*, nr 4;

Handouts, websites and economic papers delivered by the teacher.

The allocated number of ECTS points consists of:

1) Contact hours with an academic teacher: 30



2) Student's independent work: 90