



DESCRIPTION OF THE SUBJECT

FIELD OF STUDY	Management
SPECIALISATION	All
MODE OF STUDY	Full-time / Part-time
SEMESTER	2

Name of the subject	Process management	MO_1_10
Hourly dimension of particular forms of classes	Full-time studies – 45 Part-time studies – 45	
	• lectures Full-time studies – 10 Part-time studies – 10	
	• other forms Full-time studies – 35 Part-time studies – 35	

Learning objectives:	<ul style="list-style-type: none"> – to present issues related to process management, – to point out the interrelationships between the various methods of process management, – to become acquainted with the essence and regularities of the process approach in management;
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Learning outcomes for the subject			
Number	Learning outcomes, a student who has successfully completed the course will be able to:	Reference of learning outcomes for the programme	The reference to the learning outcomes for the area
EK_W01	define process management methods, know their objectives and tasks	K_W11	P7S_WK
EK_W02	indicate the links between individual processes in the enterprise and the economy, know about their mutual influence	K_W16	P7S_WK
EK_U03	analyse particular process management concepts and indicate their influence on organisation functioning	K_U03	P7S_UW
EK_U04	apply process management methods to solve problems in the organisation	K_U04	P7S_UW
EK_K05	apply knowledge of process management	K_K01	P7S_KK
EK_K06	understands the social consequences of the choices of specific process solutions and the need for ethical behaviour	K_K06	P7S_KR

Content number	Educational/ curricular content	Reference to learning outcomes for the subject
	Lectures	
T_01	Functional and process orientation in organisational management.	EK_W01
T_02	Process approach in selected management concepts.	EK_W02
T_03	Definition and generic classification of processes.	EK_W01 EK_W02
T_04	Process models and standardisation.	EK_W02 EK_U03
T_05	The essence and objectives of process management.	EK_W01 EK_U03
T_06	Business process management methodology (security).	EK_W02 EK_U03
T_07	Process identification and mapping.	EK_W02
	Exercises	
T_08	Identification and mapping of processes - a practical approach	EK_U03 EK_U04 EK_K05
T_09	Process design and change implementation.	EK_W01 EK_U03 EK_K05 EK_K06
T_10	Process management.	EK_W02 EK_U03 EK_K05
T_11	Process improvement and management methods and techniques.	EK_W01 EK_U03 EK_K06
T_12	Implementing a process approach in the organisation.	EK_W01 EK_U03 EK_U04 EK_K05
T_13	Forms of process organisation.	EK_W01 EK_U03 EK_K05

Methods and forms of teaching	Educational and curricular content
Lecture with Multimedia presentation of selected issues	
Conversation lecture	T_03, T_04, T_05
Problem-based lecture	
Informative lecture	T_01, T_02, T_06, T_07
Discussion	
Work with text	
Case study method	
Problem-based learning	

Didactic/simulation game	
Exercise method	T_08 - T_11
Workshop method	
Project method	
Multimedia presentation	T_12 - T_13
Audio and/or video demonstration	
Activating methods (e.g. brainstorming, SWOT analysis technique, decision tree technique, snowball method, constructing mind maps)	
Other (which ones?) - ...	
...	

Evaluation criteria in relation to particular learning outcomes					
Learning outcome	For the assessment 2	For the assessment 3	For the assessment 4	For the assessment 5	
EK_W01	Student cannot define process management methods, does not know their objectives and tasks.	The student is able to define process management methods to a limited extent, he/she knows their objectives and tasks poorly.	Student is able to define process management methods, knows their objectives and tasks.	Students can very well define process management methods, know their objectives and tasks.	
EK_W02	The student is not able to indicate the connections between individual processes in the enterprise and the economy.	Students will be able to indicate to a sufficient extent the connections between individual processes in an enterprise and in the economy, they will know about their mutual interactions.	Students will be able to correctly identify interrelationships between individual processes in enterprise and economy, they will know about their interactions.	The student is able to perfectly indicate the connections between individual processes in the enterprise and the economy, he/she knows very well about their mutual influence.	
EK_U03	The student is not able to analyse individual process management concepts.	The student is able to make not fully independent analysis of particular concepts of process management and indicate their influence on organisation functioning.	Students will be able to analyse particular concepts of process management and indicate their influence on organisation functioning.	The student is able to analyse particular concepts of process management and correctly indicate their influence on organisation functioning	
EK_U04	The student is not able to apply process management methods to solve problems in the organisation.	The student is able to apply process management methods to a limited extent in order to solve problems in the organisation.	The student is able to apply process management methods well to solve problems in the organisation.	The student is perfectly capable of applying process management methods to solve problems in an organisation.	
EK_K05	The student is not able to use the knowledge of process management.	The student is able to use the knowledge of process management sufficiently.	The student is able to use the knowledge of process management.	The student is able to use the knowledge of process management very well.	
EK_K06	The student does not understand the social consequences of the choices of specific process solutions and the need for ethical behaviour.	The student sufficiently understands the social consequences of the choices of specific process solutions and the need for ethical behaviour.	The student has a good understanding of the social consequences of the choices of specific process solutions and the need for ethical behaviour.	The student fully understands the social consequences of choosing specific process solutions and the need for ethical behaviour.	

Verification of learning outcomes	EK symbols for the module/subject					
	W01	W02	U03	U04	K05	K06
Written test	X	X	X	X	X	X
Oral exam						
Written credit						
Oral credit						
Written colloquium	X	X	X	X	X	X
Oral colloquium						
Test						
Project						
Written work						
Report						
Multimedia presentation	X	X	X	X	X	X
Work during exercises	X	X	X	X	X	X
Other (which ones?) -						

Hourly teaching load and student workload	Full-time studies	Part-time studies
1. Lectures (joint participation of academics and students)	10	10
2. Other forms (joint participation of academic staff and students)	35	35
3. Consultation with the teacher	15	15
Total 1+2+3	60	60
4. Internships (carried out by students on their own)	—	—
5. Student's own work (including homework and project work, preparation for a credit/exam)	40	40
Total 4+5	40	40
SUMMARY 1+2+3+4+5	100	100
Total ECTS credits according to the study plan	4	

Reference literature	<ul style="list-style-type: none"> – Bitkowska A., <i>Management procesami biznesowymi w Przedsiębiorstwie</i>, Vizja Press & IT, 2009 – Grajewski P., <i>Koncepcja struktury organizacji procesowej</i>, Dom Organizatora, Toruń 2003 – Kunasz M., <i>Management procesami</i>, Uniwersytet Szczeciński, Szczecin 2010 – Romanowska M., Trocki M., (red.), <i>Podejście procesowe w zarządzaniu</i>, SGH, Warszawa 2004
Complementary literature	<ul style="list-style-type: none"> – Bitkowska A., <i>Management procesami biznesowymi w przedsiębiorstwie</i>, Wyższa Szkoła Finansów i Zarządzania w Warszawie, Warszawa 2009. – Grajewski P., <i>Organizacja procesowa: Projectowanie i konfiguracja</i>, Polskie Wydawnictwo Ekonomiczne, 2007.

	– Skrzypek, M. Hofman, <i>Management procesami w przedsiębiorstwie - Identyfikowanie, pomiar, usprawnianie</i> , Oficyna a Wolters Kluwers business, Warszawa 2010.
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