

SUBJECT CARD

Attachment No. 1 to Regulation No 3/07/2020
of 13 July 2020 *on the model subject card
at the Warsaw Management University*

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
MODULE NAME: Processes management										
Name of the organizational unit leading the course:			Faculty of Management and Technical Sciences							
Name of the field of study, level of education:			Management, second cycle							
Studying profile:			General academic							
Name of the specialisation:			lack							
Type of learning module:			Directional							
Year/Semester:			Year I, Semester 2							
Person coordinating the subject:			Anna Kacprzak, M.A.							
Prerequisites (resulting from the succession of subjects):			Knowledge, skills and competences acquired as a result of teaching existing related subjects at second-cycle studies							
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Practical classes	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/Credit	Total hours
Full-time studies			30							30
Part-time studies			15							15
III. METHODS OF TEACHING ACTIVITIES										
Forms of classes			Didactic methods							
Seminar			Multimedia presentations, discussions, brainstorming, case-study, problem methods, work with literature, exercises assuming hypothetical-deductive thinking of listeners							
IV. OBJECTIVE LEARNING OUTCOMES WITH REFERENCE TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
No.	Description of the learning outcomes in question								Directional effect reference	
Knowledge:										
1	The student has in-depth knowledge of process management in the organization and business process analysis								P7S_WG ZO2_W07	
2	The student has in-depth knowledge of mapping and designing processes taking place in the enterprise								P7S_WG P7S_WK ZO2_W04	
3	The student has in-depth knowledge of methods and techniques of improving processes in the organization								P7S_WG ZO2_W08	
Abilities:										

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1	The student is able to select appropriate methods and design techniques to describe and analyze problems and areas of the organization's activities and its environment and assess their usefulness and effectiveness	ZO2_U09 P7S_UW
2	The student acquires the ability to in-depth observation of selected phenomena and processes in the organization	ZO2_U01, P7S_UW
Social competences:		
1	The student is ready to critically evaluate the processes taking place in the organization	ZO2_K01 P7S_KK
V. CURRICULAR CONTENT (LEARNING)		
No.	Practical classes/seminars:	Reference to the learning outcomes in question
1	The essence of process management in enterprises	ZO2_W07 ZO2_W04 ZO2_W08 ZO2_U01 ZO2_U09 ZO2_K01
2	Types of processes occurring in the organization	
3	Determinants of the process approach	
4	Structure of the process approach	
5	Process mapping and design	
6	Methods and techniques for improving processes	
7	Analysis of business processes in selected enterprises	
8	Process structure in human resource management	
9	Relationships between processes	
VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES		
Learning outcomes	Verification method	Form of classes in which EUS (Learning Outcome) is verified
	Knowledge:	
ZO2_W04 ZO2_W07 ZO2_W08	Knowledge: project, activity in class	Seminar
	Abilities:	
ZO2_U09 ZO2_U01	Skills: design, presentation	Seminar
	Social competences:	
ZO2_K01	Social competences: presentation, activity in class	Seminar

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VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES				
Learning outcomes	Unsatisfactory assessment The student does not know and does not understand/cannot/is not ready:	Grade range 3.0-3.5 The student knows and understands / can / is ready:	Grade range 4.0-4.5 The student knows and understands / can / is ready:	Very good rating The student knows and understands / can / is ready:
For each of the learning outcomes identified for the knowledge, skills and competences module	The student obtains less than 50% of the max. number of points for a given effect	The student gets from 50 to 59% of the max. number of points for a given effect on a grade of 3 and The student gets from 60 to 69% of the max. number of points for a given effect per grade 3.5	The student gets from 70 to 79% of the max. number of points for a given effect per grade 4, and The student obtains from 80 to 89% of the max. number of points for a given effect per rating 4.5	The student obtains more than 89% of the max. number of points for a given effect
VIII. STUDENT'S WORKLOAD – NUMBER OF HOURS AND BALANCE OF ECTS CREDITS				
Type of activity ECTS	Student load			
	Studies Stationary	Part-time studies		
Participation in didactic classes (lectures, practical classes, tutorials, project, laboratories, workshops, seminars) – SUM of hours – from point II	30	15		
Exam/Credit	1	1		
Participation in the consultations	1	1		
Project / Essay	10	10		
Independent preparation for didactic classes	4	10		
Preparing to pass a didactic class	4	13		
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS	2 ECTS/50 h point	2 ECTS credits/ 50h		
Student load in classes in direct contact with the teacher	30	15		
Student load in practical classes				
Student load in practical vocational preparation classes				
Student load in research preparation classes	20	35		
X. LITERATURE AND OTHER DIDACTIC MATERIALS				
<ol style="list-style-type: none"> 1. Katarzyna Szczepańska, Marek Bugdol, Podstawy zarządzania procesami [Fundamentals of Process Management], Difin Publ., Warsaw 2016. 2. Adam Stabryła, Zarządzanie procesowe. Problemy metodologiczne [Process management. Methodological problems], C.H. Beck Publ. 2022 				
Supplementary literature:				
<ol style="list-style-type: none"> 1. Martyniak Z. „Nowe metody i koncepcje zarządzania” [“New methods and concepts of management”], 				

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- Wydawnictwo AE Publ. in Kraków, 2002.
2. Oblój K. „*Strategia organizacji*” [“*Strategy of organization*”], PWE Publ., Warsaw 2001.
 3. Probst G., Raub S. Romhardt K. „*Zarządzanie wiedzą w organizacji*” [“*Knowledge management in the organization*”], Oficyna Ekonomiczna Publ., Kraków 2002.
 4. Rafał Nawrat, Doskonalenie procesów – podejście praktyczne [Process improvement – practical approach], ELAMED Publ., Warsaw, 2012.
 5. Grajewski P., Koncepcja struktury organizacji procesowej [The concept of the structure of process organization], Tonik Dom Organizatora Publ., Toruń 2003.
 6. J. Brilman, Nowoczesne koncepcje i metody zarządzania [Modern concepts and methods of management], PWE Publ., Warsaw 2002.
 7. Lichtarski J. “Podstawy nauki o przedsiębiorstwie” [“Fundamentals of enterprise science”], Wydawnictwo AE we Wrocławiu Publ., Wrocław 2001
 8. Agnieszka Bitkowska, Krzysztof Kolterman, Grażyna Wójcik, Katarzyna Wójcik, Zarządzanie procesami w przedsiębiorstwie. Aspekty teoretyczno-praktyczne [Enterprise Process Management. Theoretical and practical aspects], Difin Publ. 2011

Other teaching materials: Case study