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| **Module card** | | |
| I. GENERAL INFORMATION | | |
| **Witelon Collegium State University**  **DEPARTMENT OF TECHNICAL AND ECONOMIC SCIENCE** | | |
| **Field** | Management, Economy | |
| **Module title** | Methods of organization and management - ME.5 | |
| **Language of lecture** | English | |
| **ECTS points** | 4 | |
| **Preliminary conditions:** | Knowledge of the Fundamentals of Management and Organization science | |
| II. Education aims | | |
| Getting to know the most important methods of organization and management | | |
| Acquiring the ability to apply selected methods of organization and management in practice | | |
| III. Education outcomes | | |
| Knowledge of the essence and principles of applying selected methods of organization and management  Is able to apply in practice the selected methods of organization and management | | |
| IV. EDUCATIONAL METHODS | | |
| **Assesment method:** Multimedia presentations | | |
| **Assessment methods:** Project, observation during class activities | | |
| V. MODULE TYPE AND CONTENTS | | |
| 1. Heuristic Methods: 1) Brainstorming (brainstorm session); 2) Morphological Analysis; 3) Syntetics (by [George M. Prince](http://en.wikipedia.org/w/index.php?title=George_M._Prince&action=edit&redlink=1) and [William J. J. Gordon](http://en.wikipedia.org/wiki/William_J._J._Gordon)) 2. Main techniques used in quality improvement programs: 1) ABC analysis (also called Pareto Analysis or 20/80); 2) Ishikawa diagrams (also called fishbone diagrams or cause-and-effect diagrams) 3. Conterporary conceptions of organization and management improving: 1) Benchmarking; 2) Outsourcing | | |
| VII. ECTS POINT BALANCE SHEET - STUDENT'S WORKLOAD | | |
| **Category** | | **Student’s workload** |
| ***Contact hours*** | | 30 |
| Participation in lectures | | 13 |
| Participation in classes, workshops | | 15 |
| Exam | | 2 |
| ***Independent student’s work*** | | 70 |
| Preparation for the lecture | | 15 |
| Preparation for the classes, workshops | | 25 |
| Preparation for the test | | - |
| Preparation for the exam | | - |
| Preparing the project | | 15 |
| Preparing multimedia presentation | | 15 |
| ***Total numer of hours*** | | 100 |
| ***ECTS points*** | | 4 |
| VIII. Recommended literature | | |
| 1. [Chauncey Wilson](https://www.libristo.pl/autorzy/Chauncey%20Wilson.html), *Brainstorming and Beyond*, [Elsevier Books](https://www.libristo.pl/wydawnictwo/Elsevier%20Books.html), 2013 2. Richard Koch, *The 80/20 Principle: The Secret of Achieving More with Less*, Hodder And Stoughton Ltd., 2017 3. [Darcy L Lilley](https://www.libristo.pl/autorzy/Darcy%20L%20Lilley.html), *Benchmarking*, [Biblioscholar](https://www.libristo.pl/wydawnictwo/Biblioscholar.html), 2012 | | |