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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 managementIs 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
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| 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), 20132. Richard Koch, *The 80/20 Principle: The Secret of Achieving More with Less*, Hodder And Stoughton Ltd., 20173. [Darcy L Lilley](https://www.libristo.pl/autorzy/Darcy%20L%20Lilley.html), *Benchmarking*, [Biblioscholar](https://www.libristo.pl/wydawnictwo/Biblioscholar.html), 2012 |