

Module card

| I. GENERAL INFORMATION | | | | | | | | |
|---|--|--|---------|------------|---------|----------|---------|------------------------|
| WITELON COLLEGIUM STATE UNIVERSITY DEPARTMENT Faculty of Technical and Economic Sciences | | | | | | | | |
| Field of study: | | Management | | | | | | |
| Form of study: | | Erasmus | | | | | | |
| Module title: | | MZ2.Organziation and management methods | | | | | | |
| Module type: | | Compulsory field of study | | | | | | |
| Language of lecture: | | English | | | | | | |
| Year of study: | 2 | Forms of teaching including number of teaching hours: | | | | | | |
| Semester (winter/summer): | summer | Lectures | Classes | Laboratory | Project | Workshop | Seminar | Other |
| Total number of ECTS credits: | 5 | 15 | 15 | | | | | |
| Form of completion: | | pass with a grade | | | | | | |
| Prerequisites: | | basic knowledge of management and organizational science | | | | | | |
| II. LEARNING OBJECTIVES | | | | | | | | |
| Learning objectives: | | | | | | | | |
| Objective 1: Learning the most important methods of organization and management Objective 2: Acquiring the ability to apply basic methods of organization and management | | | | | | | | |
| IV. PROGRAMME CONTENT | | | | | | | | |
| Content of the programme (topics of classes, presented with a breakdown into individual forms of classes with the indication of the number of hours needed for their realization) | | | | | | | | |
| ** | | | | | | | | |
| Code | Course topics in theory | | | | | | | Number of hours |
| L1 | Heuristic Methods: 1) Brainstorming (brainstorm session); 2) Morphological Analysis; 3) Synectic method. | | | | | | | 15 |
| L2 | Main techniques used in quality improvement programs: 1) ABC analysis; 2) Ishikawa diagrams (also called fishbone diagrams or cause-and-effect diagrams) | | | | | | | |
| L3 | Contemporary conceptions of organization and management improving: 1) Benchmarking; 2) Outsourcing | | | | | | | |
| ** | | | | | | | | |
| Code | Course topics in practice | | | | | | | Number of hours |
| C1 | Reasons for using heuristic methods Brainstorming (brainstorm session) | | | | | | | 15 |
| C2 | Morphological Analysis Synectics (by George M. Prince and William J. J. Gordon) | | | | | | | |
| C3 | Heuristic method of generating ideas ABC analysis (also called Pareto Analysis or 20/80) | | | | | | | |
| C4 | Ishikawa diagrams (also called fishbone diagrams or cause-and-effect diagrams) Document circulation card | | | | | | | |
| C5 | Process card Gerbier's technique | | | | | | | |
| C6 | Technique 0-10 CPM/PERT network planning | | | | | | | |

VIII. RECOMMENDED LITERATURE

Basic sources:

1. Websites related to organization and management methods
2. Moustakas Clark „Heuristic Research: Design, Methodology, and Applications” - Publication date : July 1, 1990, Publisher : SAGE Publications, Inc

Additional sources:

1. Rahul G. Iyer „The Art of Creating Pareto Analysis”, 2021
2. Tim Stapenhurst „The Benchmarking Book: A How-to-guide to Best Practice for Managers and Practitioners”, 2009
3. Carl J. Evoke „Problem-Solving with Fishbones: A Fishbone Diagram Workbook for Cause and Effect Analysis, 2024