

## Module card

I. GENERAL INFORMATION								
<b>WITELON COLLEGIUM STATE UNIVERSITY</b> <b>DEPARTMENT Faculty of Technical and Economic Sciences</b>								
<b>Field of study:</b>		Management						
<b>Form of study:</b>		Erasmus						
<b>Module title:</b>		<b>MZ2.Organization and management methods</b>						
<b>Module type:</b>		Compulsory field of study						
<b>Language of lecture:</b>		English						
<b>Year of study:</b>	2	<b>Forms of teaching including number of teaching hours:</b>						
<b>Semester (winter/summer):</b>	summer	Lectures	Classes	Laboratory	Project	Workshop	Seminar	Other
<b>Total number of ECTS credits:</b>	5	15	15					
<b>Form of completion:</b>		pass with a grade						
<b>Prerequisites:</b>		basic knowledge of management and organizational science						
II. LEARNING OBJECTIVES								
<b>Learning objectives:</b>								
<b>Objective 1:</b> Learning the most important methods of organization and management <b>Objective 2:</b> Acquiring the ability to apply basic methods of organization and management								
IV. PROGRAMME CONTENT								
<b>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)</b>								
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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							
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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