



### COURSE SPECIFICATION

Course code	full-time studies	<b>Z-ZB-E-306</b>
	part-time studies	-
Course title in English	<b>Management methods and techniques</b>	
Course title in Polish	<b>Metody i techniki zarządzania</b>	
Valid from academic year	<b>2025/2026</b>	

### PLACEMENT IN THE TEACHING PROGRAM

Programme of study	<b>BUSINESS MANAGMENT</b>
Level of education	<b>1<sup>st</sup> degree</b>
Studies profile	<b>academic</b>
Form and mode of study	<b>full-time programme</b>
Scope	<b>all</b>
Academic unit responsible for the course	<b>Department of Management and Organization</b>
Course coordinator	<b>dr Małgorzata Sztorc</b>
Approved by	<b>dr hab. inż. Dariusz Bojczuk, prof. uczelni</b>

### GENERAL CHARACTERISTIC OF THE COURSE

Teaching block		<b>Directional subject</b>
Course status		<b>Obligatory</b>
Language of instruction		<b>English</b>
Semester of delivery	full-time studies	<b>Semester III</b>
	part-time-studies	-
Prerequisites		<b>Organization and management</b>
Exam (YES/NO)		<b>NO</b>
ECTS		<b>2</b>

Method of conducting classes		lecture	classes	laboratory	project	other
Number of hours per semester	full-time	<b>15</b>	<b>15</b>			
	part-time					



### LEARNING OUTCOMES

Category	Outcome code	Course learning outcomes	Reference to the directional learning effect
Knowledge	W01	The student has advanced knowledge of the techniques and methods of managing a modern enterprise.	ZB1_W01
	W02	The student has knowledge of activities structuring management functions.	ZB1_W02
	W03	The student has knowledge of modern enterprise management methods enabling its practical use at an advanced level at the strategic level.	ZB1_W07
	W04	The student has knowledge of techniques and tools used in solving organizational problems and making managerial decisions.	ZB1_W11
Skills	U01	The student can use the acquired knowledge to solve unusual problems at the strategic and tactical levels in the enterprise.	ZB1_U01
	U02	The student can identify management methods and techniques (using appropriate sources of information).	ZB1_U04
	U03	The student can properly evaluate the methods and tools of management selected to achieve business goals in changing environmental conditions.	ZB1_U09
	U04	The student can participate in teams solving problems related to enterprise management.	ZB1_U11
Social competences	K01	The student is ready to seek expert opinions in the event of difficulties in independently solving management problems occurring in the enterprise.	ZB1_K01
	K02	The student is ready to critically evaluate his/her knowledge in the field of modifying the enterprise management process in the aspect of increasing market competitiveness.	ZB1_K02
	K03	The student is ready to think and act in an entrepreneurial manner, combining appropriate management concepts to achieve specific business goals.	ZB1_K04
	K04	The student cares about the image of the enterprise and the achievements and traditions of the managerial profession.	ZB1_K08

### COURSE CONTENT

Method of conducting classes	Course content
lecture	Traditional management methods. Classification of management methods and techniques. New models of organization. The concept of decision and the decision-making process in an enterprise. Forms of cooperation and connections between enterprises (network organization, virtual organization). The essence of process management in an enterprise Business Process Reengineering. Principles of Lean Management Lean Management. Outsourcing and out-tasking in organization management. The role of benchmarking in improving an organization. Quality management systems in an enterprise. Time-based management in an enterprise - Time-Based Management, Just in Time. Management by values in an enterprise. Methodology and tools for implementing responsible business (CSR). Methods of diagnosing organizational processes.



<b>classes</b>	Decision-making in an enterprise – stages, principles. The impact of risk on the decision-making process. Inter-organizational cooperation; identification of risk factors in projects implemented as part of inter-organizational cooperation – a case study. Designing changes to processes occurring in enterprises (Business Process Reengineering). Application of management methods in modern enterprises – case studies (lean management; lean manufacturing; outsourcing; out-tasking; benchmarking; TBM; Just in Time; quality management; management by objectives; management by conflict). Implementation of socially responsible projects by enterprises (analysis and evaluation of the tools used, the method of implementing activities, and their effects).
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### METHODS FOR VERIFYING LEARNING OUTCOMES

Outcome code	Learning outcomes verification methods					
	Oral examination	Written examination	Test	Project	Report	Other
W01		X				
W02		X				
W03		X				
W04		X				
U01		X				
U02		X				X
U03						X
U04		X				X
K01						X
K02		X				X
K03						X
K04						X

### FORM AND CONDITIONS OF ASSESSMENT

Form of classes	Assessment type	Assessment Criteria
<b>lecture</b>	Credit with grade	Obtaining at least 50% of points in the final colloquium.
<b>classes</b>	Credit with grade	Attendance and active participation in classes. Final grade from exercises calculated based on partial grades obtained from all tasks/works performed independently (or in a group), presentation of a selected topic during classes, and activity during classes.



### STUDENT WORKLOAD

ECTS Balance							
No.	Activity type	Student workload					Unit
		full-time					
1.	Scheduled contact hours	W	C	L	P	S	h
		15	15				
2.	Other (consultations, exams)	2	2				h
3.	Total number of contact hours	34					h
4.	Number of ECTS credits for contact hours	1,4					ECTS
5.	Number of hours of independent student work	16					h
6.	Number of ECTS points that a student obtains through independent work	0,6					ECTS
7.	Workload related to practical classes	25					h
8.	Number of ECTS credit points which a student receives for practical classes	1,0					ECTS
9.	Total number of hours of a student's work	50					
10.	ECTS credits for the course 1 1 ECTS credit =25 student learning hours	2					ECTS

**W - LECTURE C - CLASSES L - LABORATORY P - PROJECT S - SEMINAR**

### READING LIST

1. Argenti J., (2018), Management Techniques: A Practical Guide, Routledge, London.
2. Blokdyk G., (2020), Business Management Techniques, 5STARCook, Brendale, Australia.
3. Blokdyk G., (2021), Business Process Reengineering, 5STARCook, Brendale, Australia.
4. Cao X., (2025), Modern Business Management, Palgrave Macmillan, London, Great Britain.
5. Dockery D., Knudsen L., (2017), Modern Business Management: Creating a Built-to-Change Organization, Apress, New York.
6. Reagan J.R., Madhusudan S., (2021), Management 4.0: Cases and Methods for the 4th Industrial Revolution, Springer, Heidelberg, Germany.