#### card of course

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| Subject name | Decision-making and Organizational Techniques |

1. The placement of the subject in the study system

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| 1.1. Field of study | Management |
| 1.2. Form and path of study | Stationary |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | - |
| 1.6. Subject Coordinator | Dr Andrzej Borowski |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Directional/Practical |
| 2.2. Number of ECTS | 3 |
| 2.3. Language of lectures | Polish |
| 2.4. Semesters in which the subject is taught | II |
| 2.5.Criteria for selecting course participants | - |

1. Learning outcomes and course delivery
   1. Subject Objectives

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| No. | Subject Objectives |
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| C1 | Understanding the essence of decision-making – acquiring the ability to determine the subject of the decision, its purpose, limitations and criteria, and to determine the level of importance of the criteria. |
| C2 | Acquiring the ability to collect information about the subject of a decision in order to link the characteristics of the subject of the decision with constraints and criteria. |
| C3 | Acquiring the ability to conduct decision-making processes using multiple criteria, using measurable and non-measurable characteristics of the subject of the decision. |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| No. | Description of subject  learning outcomes | Reference to  directional effects  learning (symbols) | Method of implementation (mark "X") | | | |
| ST | | NST | |
| Classes at the University | Activities on  the platform | Classes at the University | Activities on  the platform |
| After passing the course, the student knows and understands **the knowledge** | | | | | | |
| W1 | The nature of the decision-making process, and in particular the design of the decision-making process, distinguishing the subject and purpose of the decision and the constraints and criteria | Z1\_W08 | X |  | X |  |
| W2 | Knows and understands the immeasurable features of the subject of the decision and knows how to reduce them to a measurable level | X |  | X |  |
| After passing the course, the student is able to: | | | | | | |
| U1 | Describe decision-making processes based on acquired knowledge in management, interpret them and subject them to appropriate analysis. | Z1\_U01  Z1\_U05 Z1\_U06 Z1\_U11  Z1\_U15 | X |  | X |  |
| U2 | Independently collect relevant information to create a decision-making method for making decisions and select methods and tools to make the right decisions | X |  | X |  |
| U3 | Is able to justify decisions and actions taken based on specific standards and according to a given pattern | X |  | X |  |
| U4 | Is able to conduct multi-criteria decision-making processes using measurable and non-measurable characteristics of the subject of the decision. |  | X |  | X |  |
| After completing the course, the student is ready to take part in social competences. | | | | | | |
| K1 | Has the ability to realistically evaluate the decision being made or the work being performed from the point of view of the effectiveness and efficiency of the activities performed | Z1\_K02  Z1\_K04 | X |  | X |  |
| K2 | Is ready to participate in the preparation and implementation of various projects and is aware of the possible impact of the decisions he makes | X |  | X |  |

3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)

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| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of ………………. | Other | **ECTS points** |
| **ST** |  |  | 30 |  |  |  |  |  |  | 3 |
| **NST** |  |  | 15 |  |  |  |  |  |  | 3 |

3.4. Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: PROJECT

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") | | | |
| ST | | NST | |
| **Classes at the University** | **Activities on  the platform** | **Classes at the University** | **Activities on  the platform** |
| 1. | Discussion of project classes, presentation of project assumptions, determination of the schedule of its implementation. Indication of detailed tasks for the next classes | W1, U1 | X |  | X |  |
| 2. | Presentation by each student of his/her detailed project topic – subject of the decision, decision goal, constraints, criteria – discussion of individual project proposals | W1, U1, U2, U3, K1, K2 | X |  | X |  |
| 3. | Presentation of project details in the part of building a decision-making method – a decision-making tool. Determining the importance of individual criteria weights – discussing individual projects | W1, U1, U2, U3, K1, K2 | X |  | X |  |
| 4. | Presentation of project details in the part concerning the characteristics of the subject of the decision assigned to individual constraints and criteria – discussion of individual projects | W1, U1, U2, U3, U4, K1, K2 | X |  | X |  |
| 5. | Presentation of project details in the section on immeasurable features of decision objects and setting the scale and their use - discussion of individual projects | W1, W2, U1, U2, U3, U4, K1, K2 | X |  | X |  |
| 6. | Presentation of project details in the part relating to the recording of non-measurable features of the subject of the decision and their reduction to the measurable level and ensuring comparability between different features – discussion of individual projects | W1, W2, U1, U2, U3, U4, K1, K2 | X |  | X |  |
| 7. | Presentation of project details in the calculation part – discussion of individual projects | W1, U1, U2, U3, U4, K1, K2 | X |  | X |  |
| 8. | Presentation of the overall projects – discussion of individual projects. Summary of classes and grading. |  | X |  | X |  |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

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| --- | --- | --- | --- |
| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE | | | |
| W1 -W2 | Introduction to classes using multimedia and student work on the project, analysis of the presented projects. | Assessment of the project developed by each student, presented as a presentation. Guidelines for implementation:  Project carried out by 1 person, Subject of the project – making a decision regarding the implementation of the purchase with partially specified restrictions: min. 6 max. 8 products, minimum product value PLN 1,000, maximum product value PLN 500,000. | Archived project |
| SKILLS | | | |
| U1-U4 | Introduction to classes using multimedia and student work on the project, analysis of the presented projects. | Assessment of the project developed by each student, presented as a presentation. Guidelines for implementation:  Project carried out by 1 person, Subject of the project – making a decision regarding the implementation of the purchase with partially specified restrictions: min. 6 max. 8 products, minimum product value PLN 1,000, maximum product value PLN 500,000. | Archived project |
| SOCIAL COMPETENCES | | | |
| K1-K2 | Introduction to classes using multimedia and student work on the project, analysis of the presented projects. | Assessment of the project developed by each student, presented as a presentation. Guidelines for implementation:  Project carried out by 1 person, Subject of the project – making a decision regarding the implementation of the purchase with partially specified restrictions: min. 6 max. 8 products, minimum product value PLN 1,000, maximum product value PLN 500,000. | Archived project |

3.6. Assessment criteria for the achieved learning outcomes

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| Learning effect | For a grade of 3 or "pass."  the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| W | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| U | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

**Basic**

1. Armstrong, M., How to be an even better manager: a complete a-z of proven techniques and essential skills, Kogan Page, New York, 2017
2. Griffin Ricky W. Fundamentals of management, CENGAGE, Learning Boston 2016
3. Goodwin P., Wright P., Analiza decyzji, Wydawnictwo Nieoczywiste, Warszawa, 2016

**Supplementary**

1. Elans Joshua Time Management: 21 time management techniques of every successful person, CreateSpace Independent Publishing Columbia 2016
2. Ingram Jolanta, Techniki organizatorskie i decyzyjne w administracji, Śląskie Wyd. Naukowe WSzZiNS, Tychy 2008,
3. Kisielnicki Jerzy, Turyna Jan, Decyzyjne systemy zarządzania, Difin, Warszawa 2012,

4. Student workload - ECTS points balance

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| --- | --- | --- |
| **Types of student activity** | **Student Load** | |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **30** | **15** |
| Classes included in the study plan | 30 | 15 |
| **Student's own work** | **45** | **60** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 25 | 30 |
| Preparation for passing classes | 20 | 30 |
| **TOTAL STUDENT HOURLY LOAD** | **75** | **75** |
| **Number of ECTS points** | **3** | **3** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |