#### card of course

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| Subject name | Mapping and Modeling of Business Processes |

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 | Full-time/Part-time |
| 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 Bartosz Sobotka |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Directional/Practical |
| 2.2. Number of ECTS | 2 |
| 2.3. Language of lectures | Polish |
| 2.4. Semesters in which the subject is taught | V |
| 2.5.Criteria for selecting course participants | - |

1. Learning outcomes and course delivery
   1. Subject Objectives

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| No. | Subject Objectives |
|
| C1 | Acquiring knowledge of business process modeling and mapping. |
| C2 | Acquiring skills in using business modeling. |
| C3 | Acquiring basic business process mapping skills |
| C4 | Developing skills in implementing management methods oriented towards business processes |
| C5 | Acquiring knowledge about the characteristics graphic notations |

* 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 | Has knowledge of business process modeling and mapping | Z1\_W04  Z1\_W10  Z1\_W11 | X |  | X |  |
| W2 | Knows the characteristics of business process mapping methods | X |  | X |  |
| W3 | Has knowledge of the characteristics of graphic notations | X |  | X |  |
| After passing the course, the student is **able** to: | | | | | | |
| U1 | Using business modeling correctly | Z1\_U02  Z1\_U04 | X |  | X |  |
| U2 | Properly use business process mapping | X |  | X |  |
| U3 | Implement business process-oriented management methods | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** | | | | | | |
| K1 | Use of business process modeling and mapping and is able to develop them in a team | Z1\_K02 | X |  | X |  |
| K2 | Defending your own rights with the right arguments | 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** |  |  |  | 15 |  |  |  |  |  | 2 |
| **NST** |  |  |  | 10 |  |  |  |  |  | 2 |

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: WORKSHOP

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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. | Objectives and methods of business modeling | W1, U1 | X |  | X |  |
| 2. | Process and process characteristics | W1, W2 | X |  | X |  |
| 3. | Process-oriented management methods | W2, U3 | X |  | X |  |
| 4. | Process modeling using BPMN | W1, W3, U1 | X |  | X |  |
| 5. | Review of other modeling methods | W1, U1 | X |  | X |  |
| 6. | Implementation of business process-oriented management methods | W2, U3, K1, K2 | X |  | X |  |
| 7. | Maps and process mapping | W1, W2, U2, K1 | X |  | X |  |
| 8. | Notation and modeling | W1, W3, U1 | X |  | X |  |
| 9. | Characteristics of graphic notations | W3 | X |  | X |  |
| 11. | Summary of classes and discussion of projects and assessments |  | 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)

Implementation of a project involving business process modeling:

1. Division into groups and definition of typical business processes for the selected business model.
2. Preparation of a presentation containing the selected business model from a process perspective along with graphical mapping.
3. Presentation of the developed business model from a process perspective along with graphical mapping.

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| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE | | | |
| W1-W3 | Project work, discussion and seminar, analysis | Implementation of a project involving business process modeling | Project in electronic form |
| SKILLS | | | |
| U1-U3 | Project work, discussion and seminar, analysis | Implementation of a project involving business process modeling | Project in electronic form |
| SOCIAL COMPETENCES | | | |
| K1-K2 | Project work, discussion and seminar, analysis | Implementation of a project involving business process modeling | Project in electronic form |

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**

* Daft Richard, Understanding the theory and design of organizations, South-Western, Mason, 2010
* Drejewicz S.: Zrozumieć BPMN. Modelowanie procesów biznesowych. Helion 2023.
* Misiak Z., Modelowanie procesów biznesowych : BPMN 2.0 od podstaw, Helion, Gliwice, 2024
* Doskonalenie organizacji i procesów innowacyjnych, T. Kraśnicka, B. Gładysz, A. Kucińska-Landwójtowicz. Warszawa: Polskie Wydawnictwo Ekonomiczne, 2020

**Supplementary**

* Projektowanie procesów biznesowych zorientowanych na klienta, Julita Majczyk, Wydawnictwo Uniwersytetu Warszawskiego, Warszawa, 2022. Dostęp on-line:

https://wuw.pl/data/include/cms/Projektowanie\_procesow\_Majczyk\_Julita\_2022.pdf

* Projektowanie i modelowanie procesów biznesowych – studium przypadku, A. Jurga, J. Rychlik, Zeszyty Naukowe Politechniki Poznańskiej, nr 72, Organizacja i zarządzanie, 2017. Dostęp on-line: https://zeszyty.fem.put.poznan.pl/Projektowanie-i-modelowanie-procesow-biznesowych-studium-przypadku,126122,0,1.html
* Zarządzanie procesami w przedsiębiorstwie: identyfikowanie pomiar, usprawnianie, E. Skrzypek, M. Hofman. Warszawa: Wolters Kluwer, 2010

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** | **20** | **15** |
| Classes included in the study plan | 15 | 10 |
| **Student's own work** | **30** | **35** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 20 | 20 |
| Preparation for passing classes | 10 | 15 |
| **TOTAL STUDENT HOURLY LOAD** | **50** | **50** |
| **Number of ECTS points** | **2** | **2** |

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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 |