Module description (syllabus): Zarządzanie procesami gospodarczymi

Module title:	**Zarządzanie procesami gospodarczymi**	**ECTS**	**4**
Module title translation:	Business process management		
Module for study direction:	**Erasmus**		

Module language: **angielski**		Study level: **2**	
Study cycle: **stacjonarne**	Module status: **kierunkowy - do wyboru**	Semester number: **3** **semestr zimowy**	
Academic Year from which module description is valid :		**2019/2020**	Catalogue number: **EKR-E-2S-3-17-KF-2019-ERA**

Person in charge of the module:	**Mariusz Maciejczak, dr hab.**
Teachers responsible for classes:	**dr hab. Mariusz Maciejczak** **dr hab. Mariusz Maciejczak, pracownicy KEiOP**
Unit responsible for the module:	**Katedra Ekonomiki i Organizacji Przedsiębiorstw**
Faculty in charge:	**Wydział Ekonomiczny**
Objectives of the module:	a. discussion of the theoretical and practical aspects of process management b. transferring knowledge about the essence of the process approach in various management concepts and forms of process integration that enables achieving multidimensional strategic,tactical and operational effects c. developing the ability to identify, design and implement processes, manage processes and manage various forms of organization through processes d. developing the ability to use various methods and tools for process management, including dedicated computer softwares **Lectures** Functional and process orientation in management. The process as a subject of management. The essence and objectives of process management. Classification of processes and architecture of the processes. Process approach in selected management concepts. Process approach vs. business strategy and business model. Process maturity of the organization. The role of the owner of processes and social networks. Process identification and mapping. Tools for improving and optimizing processes, the role and tasks of SOA. Improvement and radical redesign, use of indicators. Implementation of the process approach in the organization, problems, limitations and risks. Process management in the learning organization. Pass time: during the semester. **Classes**
Teaching forms and number of hours:	a. lectures - no of hours: full time study: 30, part-time study. 0
Teaching methods:	discussion, research project, problem solving, sorce texts analysis, consultation with the lecturer, lectures, case study, peer reviews
Initial requirements and formal prerequisities:	Principles of management

Learning outcomes:	**Knowledge - knows and understands:** 1. the essence of process orientation and methods of using it in the business management practice 2. methods of improving business processes and their usefulness in different types of organization	**Skills - can:** 3. analyze problems in the field of process management, make their critical and creative evaluation and formulate adequate solutions	**Competences - is ready for:** 4. designing and conducting scientific research in the field process management using various sources of information and to critically analyze your knowledge of business processes

Assessement methods:	evaluation of the work done as part of the student's own work (effects: 1,2,3,4), assessment of the project work (effects: 1,2,3,4), assessment of activities during classes (effects: 2,3), review (effects: 1,2,3,4)
Formal documentation of the learning outcome:	tests, exams evaluation forms (in that on attendance list), individual student's projects
Elements of the final grade and their weights:	evaluation of the work done as part of the student's own work - 10%, assessment of the project work - 70%, assessment of activities during classes - 10%, review - 10%

Place of teaching:	lecture rooms

Teaching materials (obligatory and additional):

1. Smith, H., Fingar, P. 2003. Business Process Management. The Third Wave. Meghan-Kiffer Press. London
2. Kirchmer, M., 2008: High Performance through Process Excellence – From Strategy to Operations. Springer, New York.
3. Madison D., 2006: Process Mapping, Process Improvement and Process Management. Paton Press, Ney York
4. BPMInstitute, 2004: BPMInstitute's State of Business Process Management. An Executive White Paper. www.BPMInstitute.org
5. Hammer, M., 2007: The Process Audit. Harvard Business Review, April, pp. 111-123.

Remarks:
If needed students will be asked to instal a freeware BPM software on their personal computers in order to learn process mapping and do homeworks. &ver-lw

Quantitative indicators describing the module:	
Estimated total number of student work hours (contact and own work) necessary to achieve the learning outcomes assumed for the module - on this basis, complete the ECTS field:	**70/0**
The total number of ECTS points which the student receives in module requiring direct participation of academic teachers or other persons:	**1.6/0 ECTS**

Table of compliance of the directional learning outcomes with the effects of the module

Outcome category	Learning outcomes for module:	Reference to effects for the study program for the direction of study	The impact of classes on the directional effect*)
Knowledge	1. the essence of process orientation and methods of using it in the business management practice	EK2_KW03	3
	2. methods of improving business processes and their usefulness in different types of organization	EK2_KW05	3
Skills	3. analyze problems in the field of process management, make their critical and creative evaluation and formulate adequate solutions	EK2_KU02	3
Competences	4. designing and conducting scientific research in the field process management using various sources of information and to critically analyze your knowledge of business processes	EK2_KK01	3

*) 3 - advanced and detailed, 2 - significant, 1 - basic