

1.	Field of study	Human Resource Management in Organisation
2.	Faculty	Faculty of Social Sciences
3.	Academic year of entry	2023/2024 (winter term), 2024/2025 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	part-time

7. General information about the module	
Module name	Zarządzanie informacją i wiedzą
Module code	W3-ZZ-N1-ZIIW
Number of the ECTS credits	2
Language of instruction	Polish
Purpose and description of the content of education	Podstawowym celem zajęć jest przybliżenie studentom praktycznych aspektów zarządzania informacją i wiedzą w organizacji. Studenci poznają definicje informacji i wiedzy jako zasobów niematerialnych organizacji, zapoznają się ze specyfiką i przebiegiem procesów zarządzania informacją i wiedzą. Pozyskują też wiedzę na temat kompetencji informacyjnych niezbędnych w efektywnym zarządzaniu informacją i w procesach zarządzania wiedzą. Są również przygotowywani do rozwiązywania problemów zawodowych w zakresie zarządzania informacją i wiedzą.
List of modules that must be completed before starting this module (if necessary)	not applicable

8. Learning outcomes of the module			
Code	Description	Learning outcomes of the programme	Level of competenc (scale 1-5)
K01	jest świadomy posiadanej wiedzy i konieczności systematycznego uzupełniania i uaktualniania wiedzy doskonalącej zarządzanie informacją i wiedzą w organizacji	K01 K02 K06	4 5 5
U01	umie identyfikować, pozyskiwać i analizować dane, informacje i wiedzę niezbędną do zrozumienia zjawisk zachodzących w organizacjach społecznych	U01 U03 U08	5 4 5
U02	potrafi analizować i opisać związki przyczynowo-skutkowe o charakterze prawnym, ekonomicznym, psychologicznym, socjologicznym i technicznym typowe dla różnych rodzajów organizacji	U01 U03 U05	3 3 4
W01	posiada wiedzę na temat metod, technik i narzędzi pozyskiwania, tworzenia, analizy danych, informacji i wiedzy niezbędnych dla funkcjonowania organizacji; rozpoznaje źródła danych, informacji i wiedzy niezbędnych w ww. procesach	W01 W05 W06	5 4 4

W02	rozumie znaczenie potencjału społecznego organizacji i jego wpływ na efektywność i wydajność działań oraz na wartość i znaczenie społeczne organizacji	W04 W06	3 3
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9. Methods of conducting classes		
Code	Category	Name (description)
a05	Lecture methods / expository methods	Explanation/clarification <i>explication involving the derivation of a predetermined theorem from other, already known ones, in the number of steps specified by the person teaching the course</i>
b04	Problem-solving methods	Activating method – discussion / debate <i>an exchange of views supported by substantive arguments leading to a clash of different views, a compromise or the identification of common positions; it proceeds according to previously agreed-upon rules regarding the time, manner and turn-taking as well as the principles of civil discourse; a discussion is not a competition but aims at finding the best solutions or presenting different points of view; its varieties include brainstorming, Oxford-style debate, panel discussion, decision tree, conference discussion; a debate is an orderly dispute between supporters and opponents of a viewpoint, usually specialists in the field or pre-selected representatives of a group dealing with a common problem</i>
b05	Problem-solving methods	Activating method – seminar / proseminar <i>a seminar method; usually an oral presentation of a previously studied/diagnosed problem delivered on a forum; it aims at provoking a discussion concerning the results of research work; a type of conference, course or training session modelled on seminar classes</i>
f02	Methods of self-learning	Individual work with a text <i>searching for and acquiring new information using textbooks and other written sources (including their digital versions); searching for texts, selecting fragments for analysis/interpretation, using other texts to solve a problem related to the studied issue</i>

10. Forms of teaching					
Code	Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
01	discussion classes	18	course work	K01, U01, U02, W01, W02	a05, b04, b05, f02

11. The student's work, apart from participation in classes, includes in particular:			
Code	Category	Name (description)	Is it part of the BUNA?
a01	Preparation for classes	Search for materials and review activities necessary for class participation <i>reviewing literature, documentation, tools and materials as well as the specifics of the syllabus and the range of activities indicated in it as required for full participation in classes</i>	Yes
a02	Preparation for classes	Literature reading / analysis of source materials <i>reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class</i>	No
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus <i>agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation</i>	Yes
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content <i>reading through the syllabus and getting acquainted with its content</i>	Yes
b02	Consulting the curriculum and the organization	Verification / adjustment / discussion of syllabus provisions	Yes

	of classes	<i>consulting the content of the syllabus, possibly in the presence of the year tutor or members of the class group, and, if necessary, reassessing the provisions concerning special conditions for class participation, e.g., space and time requirements, technical and other requirements, including conditions for participation in classes outside the walls of the university, classes organized in blocks, organized online, etc.</i>	
b03	Consulting the curriculum and the organization of classes	Consulting the schedule <i>getting acquainted with the class schedule, possibly in the presence of the year tutor, in order to optimize participation in classes, including those supplementary to the core subjects listed in the pursued study programme</i>	Yes
c01	Preparation for verification of learning outcomes	Determining the stages of task implementation contributing to the verification of learning outcomes <i>devising a task implementation strategy embracing the division of content, the range of activities, implementation time and/or the method(s) of obtaining the necessary materials and tools, etc.</i>	Yes
c02	Preparation for verification of learning outcomes	Studying the literature used in and the materials produced in class <i>exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class</i>	No
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/examination completion <i>a set of activities aimed at performing an assigned task, to be executed out of class, as an obligatory phase/element of the verification of the learning outcomes assigned to the course</i>	Yes
d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes <i>reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes</i>	Yes

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: <https://usosweb.us.edu.pl>.