

1.	Field of study	Social Work
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	Fundamentals of knowledge about organization and management
Module code	W3-SP-S1-PWO
Number of the ECTS credits	2
Language of instruction	Polish
Purpose and description of the content of education	Moduł ma umożliwić osobom studiującym zdobycie umiejętności definiowania i zrozumienia zjawisk oraz procesów integracji i dezintegracji zachodzących w różnych typach organizacji, a także identyfikowania występujących w nich problemów zarządzania. Poznanie genezy nauki o organizacji i jej ewolucji pozwala na dostrzeżenie zmieniających się koncepcji traktowania personelu, strukturalnych uwarunkowań zróżnicowanych zachowań ludzi oraz odmienności podejść do motywacji i uwalniania ludzkiego potencjału. Udział w zajęciach umożliwia poznanie problemów strategicznego zarządzania organizacją, planowania czasu własnego i innych, uświadomienie wagi kwestii ergonomicznych, a także dostrzeżenie kontekstu kulturowego w jakim funkcjonują organizacje i tworzący je ludzie. Nabyte w trakcie zajęć umiejętności pozwalają na diagnozowanie oraz profesjonalne analizowanie napotykaných w praktyce życia organizacyjnego problemów.
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	ma świadomość wielowymiarowego, interdyscyplinarnego charakteru podstaw wiedzy o organizacji i zarządzaniu; dąży do poszerzania swoich kompetencji przez zgłębianie wiedzy i wymienianie się doświadczeniami z innymi	PS1_K01 PS1_K02 PS1_K05	3 4 3
U01	posiada umiejętność wykorzystania metod zarządzania czasem własnym i innych poprzez stosowanie wybranych narzędzi	PS1_U03 PS1_U05 PS1_U06 PS1_U08 PS1_U09	3 2 2 3 4
U02	identyfikuje elementy kultury organizacyjnej i posiada umiejętność wykorzystania metod diagnozy kultury organizacyjnej i jej zmiany	PS1_U01 PS1_U02 PS1_U03	3 4 4

		PS1_U04	3
		PS1_U09	4
W01	definiuje różne modele organizacji, zna podstawy ich funkcjonowania i rozumie społeczne aspekty życia organizacyjnego oraz zna kategoryzacje różnych typów organizacji, w tym te o charakterze gospodarczym i non profit	PS1_W02	4
		PS1_W04	4
		PS1_W07	4
		PS1_W11	3
W02	zna genezę wiedzy o organizacji i zarządzaniu oraz jej ewolucję związaną z podejściem do zarządzania ludźmi, w tym wyróżnia odmienne modelowo podejścia do stymulowania zachowań ludzi w organizacji czy znaczenie kwestii ergonomicznych	PS1_W01	3
		PS1_W02	4
		PS1_W04	3
		PS1_W07	3
		PS1_W11	4
W03	zna podejścia do planowania strategicznego, wskazuje poziomy formułowania strategii, etapy w procesie zarządzania strategicznego oraz metody analizy i planowania	PS1_W02	4
		PS1_W04	3
		PS1_W08	2
		PS1_W11	3
W04	zna typologie otoczenia organizacji i teorie stosunków między organizacją a otoczeniem; dostrzega znaczenie badań marketingowych oraz wie jakie są fazy PR i jakie środki komunikacji są w nich stosowane	PS1_W01	2
		PS1_W02	4
		PS1_W04	4
		PS1_W07	3
		PS1_W08	3

9. Methods of conducting classes		
Code	Category	Name (description)
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture <i>a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a passive reception of the information provided</i>
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>
b02	Problem-solving methods	Lecture-discussion <i>transmission of content involving interaction with the lecture audience; discussion of lecture-related issues is one of its elements or constitutes its follow-up</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>

b07	Problem-solving methods	Activating methods: a case study <i>a comprehensive description of a phenomenon connected with the selected discipline; reflecting the reality, presenting the 'what', 'where' and 'how' of the phenomenon, i.e., all of its key aspects to be discussed in class; used as a reproduction, presentation, discussion or diagnosis of factors that shape the phenomenon or interact with it; an in-depth qualitative analysis and evaluation of a selected phenomenon</i>
b08	Problem-solving methods	Activating method – peer learning <i>learning through the exchange of knowledge in a group/team/pair of students, i.e., in the so-called learning cell; a kind of mutual learning; an approach focused on student activity under the guidance of the person teaching the course; a learning situation where students with a similar level of experience learn from one another</i>
b10	Problem-solving methods	SWOT analysis <i>a method of analyzing a phenomenon/action/work of an institution, employed to organize information and solve problems; applied in strategic planning, project implementation or solving a business or organizational problem; a universal tool to be used in the initial stage of a strategic analysis which involves sorting information about a problem into four categories: strengths and weaknesses, opportunities and threats; SWOT analysis makes it possible to determine the factors in favour of a project and its chances for success, as well as eliminating or reducing negative factors and threats to the project at the stage of early diagnosis</i>
c07	Demonstration methods	Screen presentation <i>a presentation of synthetic image content using computer graphics, e.g., a series of slides or other multimedia forms, usually accompanied by a commentary; typical components of a screen presentation include text organized into bulleted points, charts, images and animations, sometimes sound effects or music; a multimedia illustration of course content presented in the form of a projected image</i>
d03	Programmed learning methods	Working with another teaching tool <i>e.g. using websites in any way or according to the rules set by the teacher; or making use of other subject-specific tools</i>
f01	Methods of self-learning	Self-education <i>a method which involves independent acquisition of knowledge, skills and social competences, extending their scope and quality; complementary to the learning process taking place in class; taking on the task of developing and adjusting qualifications on one's own; self-study</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	lecture	12	exam	K01, U01, U02, W01, W02, W03, W04	a01, a05, b02, b04, c07, d03, f01, f02
02	practical classes	12	course work	K01, U01, U02, W01, W02, W03, W04	b04, b07, b08, b10, f01, f02

11. The student's work, apart from participation in classes, includes in particular:			
Code	Category	Name (description)	Is it part of the BUNA?
a02	Preparation for classes	Literature reading / analysis of source materials <i>reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source</i>	No

		<i>materials to be used in class</i>	
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>	No
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>	No

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>.