

**Dr Eliza Buszkowska**

**Adjunct in the Department of Economic Sciences**

**THE PROJEKT**

**Syllabus for subject Decisions Making and Organization Techniques on the major Management**

**I. General Information**

1. The name of educational module :  
**Decisions Making and Organization Techniques**

2. Code of module:  
10-TODw2-a1-s, 10-TODw2-a1-n

3. Type of module:  
**Elective**

4. Major:  
**Administration**

5. Level of studies:  
**I**

6. Year of studies:  
**First**

7. Semester:  
**Winter**

8. Kind of classes :  
**Stacjonarny studies: 30 hours of lecture .**  
**Nonstacjonary studies: 15(+15)**

9. The numer of ECTS points: 3

10. First and second name , degree, , e-mail:  
**Dr Eliza Buszkowska ([eliza\\_b2@o2.pl](mailto:eliza_b2@o2.pl))**

11. Language:  
**Polish**

**II. Detailed Information**

1. The purpose of the module:  
**Thoroughgoing learning by student knowledge from Decisions Making and Organization Techniques**

2. Introductory requirements in area of knowlage, social skills.  
Lack of requirements

3. Educational effects in the area of knowlage, skills, social skills for the module and the major:

Symbol of effects of education <sup>1</sup>	After examination student can:	Reference to education effects on the major
TOD_01	define basic ideas: conception, metod, technique	K_W05, K_U01
TOD_02	know determinants of making decision, risk and certainty conditions	K_U01
TOD_03	describe roles played by managers, exemplify	K_W05, K_U01
TOD_04	know the typology of managing problems and kinds of decisions	K_W07
TOD_05	tell the difference between choice and decision, describe phases of making decision process	K_W07
TOD_06	describe given style of making decision	K_W05
TOD_07	distinguish tasks which the direktor should delegate employees	K_U01, K_U06
TOD_08	know in which situations the group decisions making is better than individual, know what is the phenomenon of group thinking	K_U01, K_K02
TOD_09	apply decision criterions	K_W05, K_W07, K_U01, K_U06
TOD_10	make Process Chart, Course Chart. Can give examples of using charts in office and company	K_W07, K_U06, K_K07
TOD_11	Apply interpreting information techniques	K_W07, K_U01, K_U06
TOD_12	describe and apply heuristic methods	K_W05, K_U06, K_U01, K_W07, K_K07
TOD_13	characterize and apply planning methods	K_W07
TOD_14	Compare prognostic and diagnostic method, using diagnostic procedure to improve organization.	K_W05, K_W07, K_U01, K_U06, K_K07
TOD_15	know detailed methodology of organizing	K_W05, K_U06

#### 4. Educational contents:<sup>2</sup>

<sup>1</sup> Kod modułu kształcenia, np. PK\_01 (PK-kod modułu „Prawo karne” w USOS).

<sup>2</sup> Zaleca się, aby, w zależności od modułu, liczba treści kształcenia zawierała się w przedziale: 5-10.

Name of educational module: <b>Decisions Making and Organization Techniques (TOD)</b>		
Symbol of educational content	Description of educational content	Reference to educational effects of module
TK_01	Basic ideas	TOD_01
TK_02	Determinants of making decision	TOD_02
TK_03	Roles played by managers	TOD_03
TK_04	Typology of managing problems and kinds of decisions	TOD_04
TK_05	Phases of making decision process	TOD_05
TK_06	Style of making decision	TOD_06
TK_07	Delegating tasks	TOD_07
TK_08	Group decisions making, phenomenon of group thinking	TOD_08
TK_09	Decision criteria	TOD_09
TK_10	Process Chart, Course Chart	TOD_10
TK_11	Interpreting information techniques	TOD_11
TK_12	Heuristic methods	TOD_12
TK_13	Planning methods	TOD_13
TK_14	Prognostic and diagnostic method	TOD_14
TK_15	Methodology of organizing	TOD_15

#### 5. Literature:

Zbigniew Martyniak: „Metody organizowania procesów pracy”, publisher: Państwowe Wydawnictwo Ekonomiczne

Urszula Bąkowska – Morawska „Techniki decyzyjne i organizatorskie – ujęcie praktyczne”, publisher: Wydawnictwo Państwowej Wyższej Szkoły Zawodowej im. A. Silesiusa w Wałbrzychu

### III. Additional Information

1. Reference of education effects and educational content to the ways of performing classes and methods of evaluation

Name of the module: <b>Decisions Making and Organization Techniques</b>			
Symbol of education effect for module <sup>3</sup>	Symbol of educational contents realized during classes <sup>4</sup>	Ways of performing classes	Methods of evaluation

<sup>3</sup> np. PK\_01 – kod modułu kształcenia wg tabeli w pkt. II.3.

TOD_01-15	TK_01-15	Lecture	Written exam, additional points for activity on classes
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2. ECTS points:

Name of module: <b>Decision Making and Organization Techniques (TOD)</b>	
Activity form	Medium number of hours on realizing activity
Hours of classes according to a plan of studies with a teacher	stacjonary studies: 30 hours of lecture nonstacjonary studies:
The own work of student Praca własna studenta (all form together)	stacjonary studies: nonstacjonary studies:
Hours sum	
Total number of ECTS points for module	

3. Total quantitative indicators :

- a) number of ECTS points , which którą student obtains on classes demand straightforward share of academic teachers.:
- b) number of points ECTS, which student obtains on practical classes such as exercises:

**Student receive all ECTS points for passing all module Decisions Making and Organization Techniques , for passing with positive note the examination.**

4. Evaluating criterions:

**We apply the following evaluating criterions:**

- a) **ability to use presented methods and tools**
- b) **knowlage of topics presented on lecture**
- c) **activity on classes**

***Eliza Buszkowska***

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<sup>4</sup> np. TK\_01 – symbol treści kształcenia wg tabeli w pkt. II.4.