

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Transportation Organization and Management</b>		Code <b>1010604341010602091</b>
Field of study <b>Transport</b>	Profile of study (general academic, practical) <b>general academic</b>	Year /Semester <b>2 / 4</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>obligatory</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: <b>9</b> Classes: <b>9</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>3</b>
Status of the course in the study program (Basic, major, other) <b>other</b>		(university-wide, from another field) <b>university-wide</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b>  dr inż. Maciej Bieńczyk email: maciej.bienczak@put.poznan.pl tel. 616652716 Faculty of Transport Engineering ul. Piotrowo 3 60-965 Poznań		
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	The student has a basic knowledge of the economic phenomena occurring in the environment.
2	<b>Skills</b>	Student is able to associate and integrate the obtained information, analyze phenomena occurring in the environment, draw conclusions, formulate and justify opinions.
3	<b>Social competencies</b>	The student is able to independently search for information in the literature and knows the rules of discussion.
<b>Assumptions and objectives of the course:</b> Presentation of basic issues in the field of organization management, with particular emphasis on organizations operating in the transport and logistics sector.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b> 1. The student has a basic knowledge of management and running a business and knows the general principles of creating and developing forms of individual entrepreneurship - [T1A_W10]		
<b>Skills:</b> 1. Student is able to organize, cooperate and work in a group, assuming different roles in it and is able to properly define priorities for the implementation of tasks set by himself or others - [T1A_U18]		
<b>Social competencies:</b> 1. The student can think and act in an entrepreneurial way, including finding commercial applications for the system being created, bearing in mind not only business but also social benefits of the business. - [T1A_K03]		
<b>Assessment methods of study outcomes</b>		
Learning outcomes: theoretical lecture credit Skills effects: group project, individual project task Effects in the field of social competences: case studies, solving exercises, didactic games		
<b>Course description</b>		
Lectures: 1. Introduction to organization and management - the concept of organization and its attributes, definition of management,		

<p>strategic management and operational management, stages of management, management principles, resources, organization's environment</p> <p>2. Planning - the concept, scope and functions, planning stages, types of plans, goals and rules for their determination, decision making process</p> <p>3. Time management - time management rules, benefits</p> <p>4. Organizing - the stages of the organization process, organizational structures, determinants of the organizational structure, types and characteristics of structures, principles of creation, outsourcing</p> <p>5. Motivating - types and rules of motivating, elements of the motivating system</p> <p>6. Controlling - premises and stages of the control process, types of controls, characteristics of effective control systems</p> <p>7. Management functions on a selected example of the enterprise of the TSL industry</p> <p>exercises:</p> <p>1. Time management</p> <p>2. Team work</p> <p>3. Project management</p> <p>4. Motivating</p> <p>5. Controlling</p>		
<p><b>Basic bibliography:</b></p> <p>1. A.K. Koźmiński, W. Piotrowski, Zarządzanie. Teoria i praktyka, PWN 2010</p> <p>2. J.A.F. Stoner, R.E. Freeman, D.R. Gilbert, Kierowanie, PWE 2011.</p>		
<p><b>Additional bibliography:</b></p> <p>1. S. Sokołowska, Organizacja i zarządzanie. Ujęcie teoretyczne, Uniwersytet Opolski, 2009</p> <p>2. E. Masłyk-Musiał, A. Rakowska, E. Krajewska-Bińczyk, Zarządzanie dla inżynierów, PWE 2012</p>		
<p><b>Result of average student's workload</b></p>		
<p><b>Activity</b></p>		<p><b>Time (working hours)</b></p>
1. Preparation for classes		20
2. Participation in classes (according to plan)		30
3. Strengthening the content of classes / report		10
4. Preparation for the exam / pass		30
<p><b>Student's workload</b></p>		
<p><b>Source of workload</b></p>	<p><b>hours</b></p>	<p><b>ECTS</b></p>
Total workload	90	3
Contact hours	30	1
Practical activities	0	0