



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Transportation Organization and Management

### Course

Field of study

Year/Semester

Transport

2 / 4

Area of study (specialization)

Profile of study

Transport

general academic

Level of study

Course offered in

First-cycle studies

Polish

Form of study

Requirements

part-time

compulsory

### Number of hours

Lecture

Laboratory classes

Other (e.g. online)

9

0

0

Tutorials

Projects/seminars

9

0

### Number of credit points

2

### Lecturers

Responsible for the course/lecturer:

Responsible for the course/lecturer:

dr inż. Maciej Bieńczyk email:

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Faculty of Civil and Transport Engineering

ul. Piotrowo 3 60-965 Poznań

### Prerequisites

The student has a basic knowledge of the economic phenomena occurring in the environment.

Student is able to associate and integrate the obtained information, analyze phenomena occurring in the environment, draw conclusions, formulate and justify opinions.

The student is able to independently search for information in the literature and knows the rules of discussion

### Course objective

Presentation of basic issues in the field of organization management, with particular emphasis on organizations operating in the transport and logistics sector.

### Course-related learning outcomes

Knowledge



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

#### Skills

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

#### Social competences

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.

#### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

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

#### Programme content

Lectures:

1. Introduction to organization and management -the concept of organization and its attributes, definition of management, strategic management and operational management, stages of management, management principles, resources, organization's environment
2. Planning -the concept, scope and functions, planning stages, types of plans, goals and rules for their determination, decision making process
3. Time management -time management rules, benefits
4. Organizing -the stages of the organization process, organizational structures, determinants of the organizational structure, types and characteristics of structures, principles of creation, outsourcing
5. Motivating -types and rules of motivating, elements of the motivating system
6. Controlling -premises and stages of the control process, types of controls, characteristics of effective control systems
7. Management functions on a selected example of the enterprise of the TSL industry

Tutorials:

1. Time management
2. Team work
3. Project management
4. Motivating



## 5. Controlling

### Teaching methods

Lecturing, demonstrating, collaborating

### Bibliography

Basic

1. A.K. Koźmiński, W. Piotrowski, Zarządzanie. Teoria i praktyka, PWN 2010

2. J.A.F. Stoner, R.E. Freeman, D.R. Gilbert, Kierowanie, PWE 2011

Additional

1. S. Sokołowska, Organizacja i zarządzanie. Ujęcie teoretyczne, Uniwersytet Opolski, 20092. E. Małyk-Musiał, A. Rakowska, E. Krajewska-Bińczyk, Zarządzanie dla inżynierów, PWE 2012

### Breakdown of average student's workload

|   | Hours | ECTS |
|---|-------|------|
| Total workload  | 50    | 2,0  |
| Classes requiring direct contact with the teacher   | 18    | 1,0  |
| Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup> | 32    | 1,0  |

<sup>1</sup> delete or add other activities as appropriate