



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Transportation Organization and Management [S1Trans1>OiZwT]

### Course

Field of study

Transport

Year/Semester

2/4

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

full-time

Requirements

compulsory

### Number of hours

Lecture

15

Laboratory classes

0

Other

0

Tutorials

15

Projects/seminars

0

### Number of credit points

2,00

### Coordinators

dr inż. Maciej Bieńczyk

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### Lecturers

### 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 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

### Course topics

none

### 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. Mastyk-Musiał, A. Rakowska, E. Krajewska-Bińczyk, Zarządzanie dla inżynierów, PWE 2012

### Breakdown of average student's workload

	Hours	ECTS
Total workload	55	2,00
Classes requiring direct contact with the teacher	30	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	25	1,00