COURSE DESCRIPTION CARD

<table>
<tr><td colspan="10">Bialystok University of Technology
Faculty of Engineering Management</td></tr>
<tr><td>Field of study</td><td colspan="5">Management</td><td colspan="2">Degree level and programme type</td><td>first degree/ second degree</td></tr>
<tr><td>Specialisation/ diploma path</td><td colspan="5">-</td><td colspan="2">Study profile</td><td>-</td></tr>
<tr><td rowspan="2">Course name</td><td colspan="5" rowspan="2">Process management</td><td colspan="2">Course code</td><td>IS-FM-00087W</td></tr>
<tr><td colspan="2">Course type</td><td>elective</td></tr>
<tr><td rowspan="2">Forms and number of hours of educational activities</td><td>L</td><td>C</td><td>LC</td><td>P</td><td>SW</td><td>FW</td><td>S</td><td colspan="2">Semester</td><td>winter</td></tr>
<tr><td></td><td></td><td>30</td><td></td><td></td><td></td><td></td><td colspan="2">No. of ECTS credits</td><td>6</td></tr>
<tr><td>Entry requirements</td><td colspan="9">principles of management</td></tr>
<tr><td>Course objectives</td><td colspan="9">Understanding the key aspects of process management in the enterprise. Hands-on learning process design, knowledge of the principles of analysis, modelling and documentation processes. Understanding of modern IT systems supporting the process designing and analysis. Developing creativity and contextual thinking. Prepare reports on project tasks, presentation of the results.</td></tr>
<tr><td>Course content</td><td colspan="9">Laboratory classes: Process identification. Architecture of business processes. Models and documentation processes. Process description and modelling with IT tools. Analysis and evaluation of processes.</td></tr>
<tr><td>Teaching methods</td><td colspan="9">laboratory class, projects</td></tr>
<tr><td>Assessment method</td><td colspan="9">laboratory class - written test</td></tr>
<tr><td>Symbol of learning outcome</td><td colspan="7">Learning outcomes</td><td colspan="2">Reference to the learning outcomes for the field of study</td></tr>
<tr><td></td><td colspan="7">Knowledge: the graduate knows and understands</td><td colspan="2"></td></tr>
<tr><td>LO1</td><td colspan="7">student understand the process approach to business management</td><td colspan="2">Z_W02, Z_W03</td></tr>
<tr><td>LO2</td><td colspan="7">student understand tasks of business processes management life cycle</td><td colspan="2">Z_W02, Z_W03</td></tr>
<tr><td></td><td colspan="7">Skills: the graduate is able to</td><td colspan="2"></td></tr>
<tr><td>LO3</td><td colspan="7">student develops process models</td><td colspan="2">Z_U01, Z_U07</td></tr>
<tr><td>LO4</td><td colspan="7">student defines criteria and analyses of a process</td><td colspan="2">Z_U05, Z_U15</td></tr>
<tr><td></td><td colspan="7">Social competence: the graduate is ready to</td><td colspan="2"></td></tr>
<tr><td>LO5</td><td colspan="7">student independently solves research problems</td><td colspan="2">Z_U01, Z_U15</td></tr>
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Symbol of learning outcome	Methods of assessing the learning outcomes	Type of tuition during which the outcome is assessed	
LO1	written test - Lc	**SW**	
LO2	written test - Lc	LC	
LO3	written test - Lc	LC	
LO4	written test - Lc	LC	
LO5	assessment of work in the classroom	LC	
Student workload (in hours)		**No. of hours**	
Calculation	participation in laboratory classes	**30**	
	participation in student-teacher sessions related to the classes	**5**	
	individual working on domain literature	**60**	
	individual working on BPM case studies	**25**	
	preparation to written test from laboratory classes	**30**	
	TOTAL:	**150**	
Quantitative indicators		**HOURS**	**No. of ECTS credits**
Student workload – activities that require direct teacher participation		**35**	**1,4**
Student workload – practical activities		**115**	**4,6**
Basic references	1. Adonis, Process management handbook. 2. eston, J., & Nelis, J. (2014). *Business process management : Practical guidelines to successful implementations* (3rd ed.). London ; New York: Routledge/Taylor a. Francis Group..		
Supplementary references	1. Vom Brocke, J., & Rosemann, M. (2014). *Handbook on Business Process Management 1* (Vol. 1, International Handbooks on Information Systems). Berlin, Heidelberg: Springer Berlin / Heidelberg. 2. Smith R. F., Business process management and the balanced scorecard: using processes as strategic drivers, Hoboken, John Wiley a. Sons, 2006.		
Organisational unit conducting the course	**International Department of Logistics and Service Sciences**	**Date of issuing the programme**	
Author of the programme	**dr hab. inż. Arkadiusz Jurczuk**	**22.02.2022**	

L – lecture, C – classes, LC – laboratory classes, P – project, SW – specialization workshop, FW - field work, S – seminar