

Title <b>(Organizacja stanowisk roboczych i badanie pracy)</b>	Code <b>1011104331011110829</b>
Field <b>Management - Part-time studies - First-cycle studies</b>	Year / Semester <b>2 / 3</b>
Specialty -	Course <b>core</b>
Hours Lectures: <b>1</b> Classes: -    Laboratory: -    Projects / seminars: -	Number of credits <b>2</b>
	Language <b>polish</b>

**Lecturer:**

dr inż. Agnieszka Grzelczak  
e-mail: agnieszka.grzelczak@put.poznan.pl  
tel. (61) 665 33 69  
The Faculty of Engineering Management  
60-965 Poznań  
ul. Strzelecka 11  
tel. (61) 665 33 74

**Faculty:**

Faculty of Engineering Management  
ul. Strzelecka 11  
60-965 Poznań  
tel. (61) 665-33-74, fax.  
e-mail: office\_fem@put.poznan.pl

**Status of the course in the study program:**

Obligatory

**Assumptions and objectives of the course:**

Presentation of the principles of good organization of work at the level of the position

**Contents of the course (course description):**

System approach to organization. Building effective business organization from the level position. Position as a system of work. Basic techniques in the study of methods of work. Methodology for the design and development positions. Improving the efficiency of the organization.

**Introductory courses and the required pre-knowledge:**

Basic knowledge of management

**Courses form and teaching methods:**

Lecture

**Form and terms of complete the course - requirements and assessment methods:**

The current assessment in the class

**Basic Bibliography:**

**Additional Bibliography:**