

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Organization of work station and work study		Code 1011104331011111938
Field of study Management - Part-time studies - First-cycle	Profile of study (general academic, practical) (brak)	Year /Semester 2 / 3
Elective path/specialty -	Subject offered in: Polish	Course (compulsory, elective) obligatory
Cycle of study: First-cycle studies	Form of study (full-time, part-time) part-time	
No. of hours Lecture: 14 Classes: - Laboratory: - Project/seminars: -		No. of credits 2
Status of the course in the study program (Basic, major, other) (brak)		(university-wide, from another field) (brak)
Education areas and fields of science and art		ECTS distribution (number and %)
Responsible for subject / lecturer:		
dr inż. Agnieszka Grzelczak email: agnieszka.grzelczak@put.poznan.pl tel. (61) 665 33 69 Wydział Inżynierii Zarządzania 60-965 Poznańul. Strzelecka 11		
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	Basic knowledge of management
2	Skills	Ability to perceive, to associate and interpret phenomena in the basics of managing
3	Social competencies	Ability to work for the team
Assumptions and objectives of the course:		
Presentation of the principles of good organization of work at the office and getting to know the methods of testing and standardization work.		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. He knows the design methods and tools of production structures - [K2A_W09] 2. He knows the rules on the organization of work stations - [K01-InzA_W01] 3. It has a basic knowledge of ergonomics and workplace - [K2A_W07, K01-InzA_W01, K04-InzA_W02, K05-InzA_W03] 4. You know the basic methods, techniques and tools organizations workstations and research work for engineering tasks - [K04-InzA_W02] 5. He has knowledge of the impact of relevant organizations working on the effectiveness of engineering - [K05-InzA_W03]		
Skills:		
1. Analyzes proposed solutions to specific management problems and proposes in this respect the relevant settlement - [K2A_U07] 2. Able to design and organize the workstation - [K01-InzA_U6] 3. He can design a workflow in production units - [K01-InzA_U8]		
Social competencies:		
1. It has a sense of responsibility for their own work and the willingness to comply with the rules work in a team and to take responsibility for collaborative tasks - [K2A_K02] 2. He can see cause and effect based on the achievement of the targets and rangować importance of alternative or competing tasks - [K2A_K03] 3. Is aware of the organization of work in engineering tasks - [K01-InzA_K1] 4. Is aware of the wide range of technical influences on the organization of work - [K01-InzA_K2]		

Assessment methods of study outcomes		
Forming Rating: Current rating in the class Rating summary: Projects: public presentation, discussion led to the presentation, form and quality of prepared materials - complex development, Lecture: exam in written test		
Course description		
Systemic approach of the organization. Building effective business organization on the level of the position. Position as a working system. Basic techniques in the study of the working methods and normalization. Design methodology and design positions. Improving the efficiency of the organization.		
Basic bibliography:		
1. Martyniak Z., Metody organizacji i zarządzania Wydawnictwo AE Kraków 1999 2. Rzeszotarska-Wyrwicka M., Organizowanie systemów pracy. Materiały pomocnicze Wydawnictwo PP Poznań 1998 3. Rummler G.A., Brache A.P., Podnoszenie efektywności organizacji PWE Warszawa 2000		
Additional bibliography:		
1. Mreła H., Technika organizowania pracy Wiedza Powszechna Warszawa 1975		
Result of average student's workload		
Activity	Time (working hours)	
1. Lecture	14	
2. Consultation	10	
3. Exam preparation	8	
4. Exam	2	
Student's workload		
Source of workload	hours	ECTS
Total workload	60	2
Contact hours	42	1
Practical activities	15	0