

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Organization of Supporting Processes		Code 1011104351011120205
Field of study Management - Part-time studies - First-cycle	Profile of study (general academic, practical) (brak)	Year /Semester 3 / 5
Elective path/specialty -	Subject offered in: Polish	Course (compulsory, elective) elective
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 3
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 technical sciences		ECTS distribution (number and %) 100 3%
Responsible for subject / lecturer: dr inż. Małgorzata Jasiulewicz-Kaczmarek tel. 61 665 33 65 email: malgorzata.jasiulewicz-kaczmarek@put.poznan.pl tel. 616653364 Inżynierii Zarządzania Poznań ul. Strzelecka 11		
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	Student knows and understands elementary concepts as well as rules of organization basics, management, and production processes
2	Skills	Student can use basic knowledge related to organization and management fundamentals
3	Social competencies	Student is aware of the need of developing the product with reference to requirements
Assumptions and objectives of the course: Familiarizing students with theoretical and practical issues connected with organization and a preparation of auxiliary processes in an enterprise. Designing the solutions for support processes and their optimization.		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. Knows typical service technologies of technical infrastructure in an enterprise - [K07-InzA_W5] 2. Has basic knowledge of management, including elements of quality management in support processes - [K06-InzA_W04, K1A_W08] 3. Has basic knowledge which is indispensable to comprehend non-technical conditions of engineering activity - [K05-InzA_W03] 4. Knows fundamental methods, techniques, tools and materials that are applied when solving elementary engineering tasks in building and machine exploitation - [K04-InzA_W02] 5. Has basic knowledge of industrial products? lifecycle - [K02-InzA_W01] 6. Knows general rules of enterprise development - [K1A_W20]		
Skills:		
1. can discern system, socio-technical and organization aspect while formulating and solving engineering tasks - [K01-InzA_U3, K1A_U01] 2. can conduct a critical analysis of organization processes in production systems - [K01-InzA_U5] 3. can identify project tasks and solve simple engineering problems within the area of machines exploitation - [K01-InzA_U6] 4. can apply typical methods of dealing with solve simple engineering problems in the area of auxiliary markets organization - [-] 5. can design the organization of support units (maintenance, etc.) - [-]		
Social competencies:		

1. Is aware of the necessity to use system approach, which includes technical elements of product development that fulfil users? requirements - [K01-InzA_K2]
 2. understands the need and knows means how to self-study - [K1A_K05, K1A_K06]

Assessment methods of study outcomes

Formative assessment:

- a) In respect to classes: on the basis of assessment regarding current progress in task realization as well as public presentation of solutions,
 b) With reference to lectures: on the basis of oral answers to questions connected with the material that was covered in previous lectures,

Collective assessment:

- a) As regards to classes: average for the completed tasks
 b) Lectures: written credits, open questions

Course description

Organization-technical aspects of keeping the maintenance (the concept of exploitation (the place of exploitation in the product existence cycle, the place of technical object in an activity chain), reliability (reliability functions), durability, moral consumption; systems, methods, rules for technical objects use, tendencies in favour of improving service process (TPM, RCM, etc.); assessment of the general effectiveness of technical objects (OEE) and technical service (OCE)

Organization-technical aspects of management tools economy (the meaning of tools and workshop facilities in the context of main process realization (production companies and service organizations), shopping, stocks, production of workshop facilities, supervision of tools and workshop facilities usability (responsibility, entitlements, documenting)

In-company transport (transport systems, transport organization, structure, responsibility, expertise, documenting, notes)

Storage economy (the centre of storing process, definition of a store, types and functions of stores, store equipment and rules for its choice, organization documenting)media technology (types of media technology, balancing demand, supervision, and consumption normalization)

Basic bibliography:

- Kniołkowska A Zagadnienia działalności remontowej w przedsiębiorstwie produkcyjnym w ujęciu logistycznym (Concepts of maintenance activity in a production enterprise in terms of logistics) Gliwice 2006
- Borkowski S., Selejda J., Efektywność eksploatacji maszyn i urządzeń,(The effectiveness of machines and equipment exploitation)Częstochowa 2006

Additional bibliography:

- Służby utrzymania ruchu(Maintenance services)
- Gubała M., Popielas J. Podstawy zarządzania magazynem (Fundamentals of store management)

Result of average student's workload

Activity	Time (working hours)
1. Lecture	15
2. Classes	15
3. Preparation for classes	15
4. Consultation	15
5. Preparation for credits	10
6. Credits	5

Student's workload

Source of workload	hours	ECTS
Total workload	75	3
Contact hours	45	2
Practical activities	15	1