

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Organization of work station and work study</b>		Code <b>1011105331011111938</b>
Field of study <b>Engineering Management - Part-time studies -</b>	Profile of study (general academic, practical) <b>general academic</b>	Year /Semester <b>2 / 3</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>obligatory</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: <b>14</b> Classes: <b>-</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>2</b>
Status of the course in the study program (Basic, major, other) <b>other</b>		(university-wide, from another field) <b>university-wide</b>
Education areas and fields of science and art <b>technical sciences</b> <b>social sciences</b>		ECTS distribution (number and %) <b>1 50%</b> <b>1 50%</b>
<b>Responsible for subject / lecturer:</b>  dr inż. Agnieszka Grzelczak email: agnieszka.grzelczak@put.poznan.pl tel. 61 665 33 69 Wydział Inżynierii Zarządzania ul. Strzelecka 11, 60-965 Poznań		
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	Basic knowledge of management.
2	<b>Skills</b>	Ability to perceive, to associate and interpret phenomena in the basics of managing.
3	<b>Social competencies</b>	Ability to work for the team.
<b>Assumptions and objectives of the course:</b> Presentation of the principles of good organization of work at the office and getting to know the methods of testing and standardization work.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. has basic knowledge of workplace ergonomics and macro-logic - [K1A_W07] 2. know the methods and tools for designing the production structures - [K1A_W09] 3. basic knowledge of the life cycle of socio-technical systems - [K1A_W23] 4. knows the basic methods, techniques, tools and materials used to solve simple engineering tasks in the organization of workstations and job postings - [K1A_W24] 5. has the basic knowledge necessary to understand non-technical conditioning of engineering activities; knows basic principles of safety and - [K1A_W25]		
<b>Skills:</b>		
1. analyzes the proposed solutions for specific management problems in the area of organization of workstations and labor studies and proposes, in this respect, appropriate resolutions - [K1A_U07] 2. it can identify project tasks and solve simple task tasks in the organization of workstations and job surveys - [K1A_U17] 3. it can design the organization of zero and the first complexity - [K1A_U18]		
<b>Social competencies:</b>		

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 - [K1A\_K02]
2. he can see cause and effect based on the achievement of the targets and rangować importance of alternative or competing tasks - [K1A\_K03]
3. is aware of the importance and understanding of the non-technical aspects and effects of engineering activities, including its environmental impact, and the resulting responsibility for its decisions - [K1A\_K08]
4. is aware that the creation of products that meet user needs requires a systematic approach including technical, economic, marketing, legal, organizational and financial issues - [K1A\_K09]

### Assessment methods of study outcomes

Formative evaluation:

in project: on the basis of assessment of the current progress of the tasks

in lectures: on the basis of answers to questions about the material discussed in the previous lectures

Summary evaluation:

in project: presentation of works

in lecture: test and open questions

### 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.

DIDACTIC METHODS: information lecture, case study.

#### Basic bibliography:

1. Grzelczak A., Projektowanie procesów pracy, Wydawnictwo Politechniki Poznańskiej, Poznań 2013.
2. Rzeszotarska-Wyrwicka M., Organizowanie systemów pracy. Materiały pomocnicze, Wydawnictwo Politechniki Poznańskiej, Poznań 1998.
3. Baraniak B., Metody badania pracy, Wydawnictwo Akademickie i Profesjonalne, Warszawa 2009.
4. Mikołajczyk Z., Techniki organizatorskie w rozwiązywaniu problemów zarządzania, Wydawnictwo Naukowe PWN, Warszawa 1998.
5. Mioduszewski J. (red.), Metody organizacji i zarządzania, Uniwersytet Warmińsko-Mazurski w Olsztynie, Olsztyn 2013.

#### Additional bibliography:

1. Strzelecki T.J., Organizacja i normowanie pracy, Wydawnictwo Politechniki Warszawskiej, Warszawa 1992.
2. Martyniak Z., Metody organizacji i zarządzania, Wydawnictwo AE, Kraków 1999.
3. Mreła H., Technika organizowania pracy, Wiedza Powszechna, Warszawa 1975.
4. Rummler G.A., Brache A.P., Podnoszenie efektywności organizacji, PWE, Warszawa 2000.

### Result of average student's workload

Activity	Time (working hours)	
1. Lecture	14	
2. Consultation	16	
3. Preparation of lecture activities	14	
4. Exam preparation	20	
5. Exam	2	
Student's workload		
Source of workload	hours	ECTS
Total workload	66	2
Contact hours	32	1
Practical activities	0	0