STUDY MODULE DESCRIPTION FORM

Name of the module/subject	Code
Organization of work station and work study	**1011101331011111938**

Field of study	Profile of study (general academic, practical)	Year /Semester
Engineering Management - Full-time studies -	**general academic**	**2 / 3**
Elective path/specialty	Subject offered in:	Course (compulsory, elective)
-	**Polish**	**obligatory**

Cycle of study:	Form of study (full-time,part-time)
First-cycle studies	**full-time**

No. of hours	No. of credits
Lecture: **15** Classes: **-** Laboratory: **-** Project/seminars: **15**	**2**

Status of the course in the study program (Basic, major, other)	(university-wide, from another field)
other	**university-wide**

Education areas and fields of science and art	ECTS distribution (number and %)
technical sciences	**1 50%**
social sciences	**1 50%**

Responsible for subject / lecturer:

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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. 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]

Skills:

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]

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 - [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:

Lecture: information lecture, case study

Project: project method

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, Uniwersystet 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	15
2. Project	15
3. Consultation	10
4. Preparation of project activities	10
5. Exam preparation	8
6. Exam	2

Student's workload

Source of workload	hours	ECTS
Total workload	60	2
Contact hours	42	1
Practical activities	15	0