

| STUDY MODULE DESCRIPTION FORM | | |
|--|---|---|
| Name of the module/subject Business Process Optimization | | Code 1011105231011165122 |
| Field of study Corporate Management - Part-time studies - | Profile of study (general academic, practical) (brak) | Year /Semester 2 / 3 |
| Elective path/specialty Corporate Management | Subject offered in: Polish | Course (compulsory, elective) elective |
| Cycle of study: Second-cycle studies | Form of study (full-time, part-time) part-time | |
| No. of hours Lecture: - Classes: 12 Laboratory: - Project/seminars: - | | No. of credits 1 |
| 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 %) 1 100% |
| Responsible for subject / lecturer: dr inż. Edmund Pawłowski email: edmund.pawlowski@put.poznan.pl tel. 616653372 Wydział Inżynierii Zarządzania ul. Strzelecka 11 60-965 Poznań | | Responsible for subject / lecturer: -mgr inż. Krystian Pawłowski email: -krystian.pawlowski@put.poznan.pl tel. -616653372 -Wydział Inżynierii Zarządzania -ul. Strzelecka 11, 60-965 Poznań |
| Prerequisites in terms of knowledge, skills and social competencies: | | |
| 1 | Knowledge | Student has the knowledge on: Enterprise Management, Production Management, Contemporary Methods of Management |
| 2 | Skills | Student is able to discern, to associate and to interpret the organizational, technical and economical occurrence in the context of optimization of an enterprise's internal processes |
| 3 | Social competencies | Student understand and is prepared to held social responsibility for the decision made in operations management processes |
| Assumptions and objectives of the course: The goal of the subject is to teach the students how to use contemporary methods and technics of management to increase efficiency of operation processes in an enterprise | | |
| Study outcomes and reference to the educational results for a field of study | | |
| Knowledge: | | |
| 1. Student has the knowledge of implementing the contemporary methods of management - [-K2A_W04] | | |
| Skills: | | |
| 1. Student is able to chose and to design the process of implementation methods of management - [-K2A_U02, K2A_U03, K2A_U04] | | |
| Social competencies: | | |
| 1. Student is conscious of the role, required competences and responsibilities of managers implementing knew methods of management - [K2A_K03-] | | |
| 2. Student is able to develop his knowledge of implementation of knew methods of management - [-K2A_K06] | | |
| Assessment methods of study outcomes | | |
| Forming grade: classes on the basis of the evaluation the systematical progress of carried out tasks | | |
| Sum up grade: a/ form and quality of a prepared project | | |
| Course description | | |

- Criteria, concepts and technics of bussines processes optimizaqtion in production and service systems. Analyse of the data for designing. Choise of consept and technics odf optimization. Operationalization of standards for analyzed processes

Didactic methods:

case studies, classes, project

Basic bibliography:

1. Masaaki Imai, Gemba Kaizen. Zdroworozsądkowe, niskonakładowe podejście do zarządzania, MT Biznes, W-wa, 2006
2. J.K. Liker , Droga Toyoty. 14 zasad zarządzania wiodącej firmy produkcyjnej świata, , MT Biznes, W-wa, 2005
3. Pawłowski E., Optymalizacja procesów w systemach produkcyjnych, Wydawnictwo Politechniki Poznańskiej, 2012
4. Pawłowski E., Pawłowski K., Trzcieliński S., (2010), Metody i narzędzia lean manufacturing, Wydawnictwo Politechniki Poznańskiej
5. P. Grajewski , Organizacja procesowa, PWE, W-wa, 2007

Additional bibliography:

1. Trzcieliński S., Adamczyk M., Pawłowski E.: Procesowa orientacja przedsiębiorstwa, Wydawnictwo Politechniki Poznańskiej. Poznań 2013
2. John Biheno, The Lean Toolbox, , PICSIE Books, Buckingham, England, 2000

Result of average student's workload

| Activity | Time (working hours) | |
|----------------------|----------------------|------|
| 1. Classes | 12 | |
| 2. Consultations | 6 | |
| 3. Own work | 7 | |
| Student's workload | | |
| Source of workload | hours | ECTS |
| Total workload | 25 | 1 |
| Contact hours | 18 | 1 |
| Practical activities | 7 | 1 |