

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Organization of Supporting Processes		Code 1011101251011100205
Field of study Engineering Management - Full-time studies -	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) full-time	
No. of hours Lecture: 15 Classes: 15 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		ECTS distribution (number and %)
Responsible for subject / lecturer:		
dr inż. Małgorzata Jasiulewicz-Kaczmarek 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	The student knows and understands the basic concepts and principles of the basics of organization and management of production processes,
2	Skills	The student knows how to apply the basic knowledge of the basics of organization and management
3	Social competencies	The student is aware of the need to shape the products subject to the requirements
Assumptions and objectives of the course:		
Knowing the theoretical and practical problems associated with the organization and preparation of auxiliary processes in the enterprise. Designing solutions to auxiliary processes and their optimization		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. Has basic knowledge about the organization of auxiliary services in the company. List and characterize the technical, economic and managerial factors influencing organizational solutions in the area of auxiliary processes - [K1A_W08; K1A_W20] 2. It characterizes the place and role of maintenance activities in the lifecycle of a technical facility - [K1A_W22] 3. List and characterize the basic methods, techniques, tools used to solve typical engineering tasks in terms of maintaining the suitability of the company's production infrastructure. ie - [K1A_W24] 4. List the non-technical areas of activities carried out as part of supporting processes, shows the relationship between technical activities and activities in the area of OSH, environment - [K1A_W25; K1A_W27] 5. Lists and characterizes the basic concepts of modern enterprise infrastructure management - [K1A_W26]		
Skills:		
1. Justifies system, socio-technical and organizational aspects in the design of auxiliary processes - [K1A_U14] 2. Carries out critical analysis of auxiliary processes in the context of core processes - [K1A_U16] 3. Identifies organizational problems in the area of support processes and identifies potential causes - [K1A_U17] 4. Applies methods, techniques and organizational tools to solve simple problems in the organization of auxiliary processes - [K1A_U18] 5. Can design the organization of auxiliary units (maintenance, etc.) - [K1A_U19]		
Social competencies:		

1. Be aware of the need for a system approach that includes technical elements when creating products that meet user requirements - [K1A_K05]
 2. Understands the need for continuous improvement of auxiliary processes and the consequent need to improve participants in these process - [K1A_K06; K1A_K09]

Assessment methods of study outcomes

Rating forming:

- a) in respect of classes exercises +: on the basis of an assessment of the current progress of tasks and public presentation solutions,
 b) in the range of lectures based on oral answers to questions about the material covered in the current and previous lectures,

Rating summary:

- a) in respect of classes exercises +: Average for completed exercises
 b) w zakresie wykładów: pisemne zaliczenie, pytania otwarte.

Course description

Aspects of organizational and technical maintenance (the concept of operation (place of use in the life cycle of the product, place a technical object in the chain of actions), reliability (reliability features), durability, moral consumption, systems, methods, principles of operation of technical facilities; trends for process improvement Manual (TPM, RCM, etc.); assessment of the overall effectiveness of technical objects (OEE) and maintenance (OCE)

Aspects of organizational and technical management tool (the meaning of tools and aids workshop in the context of the main processes (manufacturing companies and service organizations); shopping, supplies, production support workshop; supervising the suitability of tools and aids workshop (responsibility, authority, documentation))

Internal transport (transport systems, transport, structure, responsibility, competence, documentation, records)

Media (types of technological media, balancing the demand, monitoring and optimization of consumption)

Teaching methods used:

Lecture - multimedia lecture, case study analysis

Classes - work in teams, problem-solving tasks set by the teacher, presentation of solutions and forum discussion group

Basic bibliography:

1. Loska A., Wybrane aspekty komputerowego wspomaganie zarzadzania eksploatacja i utrzymaniem ruchu systemow technicznych, Oficyna Wydawnicza Polskiego Towarzystwa Zarzadzania Produkcja, 2012
2. Jasiulewicz-Kaczmarek M., Piechowski M., Drozyner P., Zastosowanie narzedzi IT i regalow automatycznych do zarzadzania czesciami zamiennymi ? studium przypadku, Logistyka 4/2014
3. S. Legutko, (2009), Trendy rozwoju utrzymania ruchu urzadzen i maszyn, Eksploatacja i Niezawodnosc 2
4. J. Mikołajczyk, (2013), Wykorzystanie analizy FMEA we wspolczesnej koncepcji utrzymania ruchu ? RCM, Zeszyty Naukowe Politechniki Poznanskiej, seria Organizacja i Zarzadzanie nr 61

Additional bibliography:

1. Sluzby Utrzymania Ruchu
2. Inzynieria & Utrzymanie Ruchu Zakladow Przemyslowych

Result of average student's workload

Activity	Time (working hours)	
1. Lecture	15	
2. Exercises	15	
3. Prepare for exercises	15	
4. consultations	15	
5. Preparing to exam	10	
6. exam	5	
Student's workload		
Source of workload	hours	ECTS
Total workload	75	3
Contact hours	50	2
Practical activities	15	1