



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Basis of management

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### Course

Field of study

Safety Engineering

Area of study (specialization)

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

1/2

Profile of study

general academic

Course offered in

polish

Requirements

elective

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### Number of hours

Lecture

14

Laboratory classes

0

Other (e.g. online)

0

Tutorials

10

Projects/seminars

0

### Number of credit points

5

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### Lecturers

Responsible for the course/lecturer:

dr hab. inż. Małgorzata Sławińska, prof. PP

malgorzata.slawska@put.poznan.pl

Responsible for the course/lecturer:

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### Prerequisites

Lack of precursor in earliest semesters. Student owns abilities of detection, associating (joining) and in social rates interpreting of phenomenon.

### Course objective

Familiarization of student with bases of problems of managements enterprises, in functions of managements it and manners of realization .



### Course-related learning outcomes

#### Knowledge

- knows the issues of management and organisation as well as marketing and logistic in context of safety engineering area, P6S\_WG\_08

#### Skills

- is able to use various techniques in order to communicate in work environment and other, P6S\_UW\_02

- is able to use analytical methods, simulation and experimental methods in order to form solutions of engineering tasks, as well as using methods, information and communication tools, P6S\_UW\_04

#### Social competences

- is able to recognise cause-and-effect dependencies in realisation of goals and rank importance of alternative or competitive tasks, P6S\_KK\_01

- is able to plan and manage business projects, P6S\_KO\_01

- is aware of need of professional behaviour, obey work ethics rights and respect for variety of opinions and cultures, P6S\_KR\_01

- is aware of responsibility for its own work and readiness for compliance with the rules of team work as well as being responsible for achieved goals, P6S\_KR\_02

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

evaluation:

- classes embedded: evaluation of the reports from completed classes and evaluation of self-study task

summative evaluation:

- classes: the average marks from report preparation

- lectures: written examination in a form of test where at least one answer is right (scores 0 or 1) or written answer for open questions ( scores 0 to 3); the student received a credit after reached more than 51% of points available

### Programme content

Management - essence and meaning. History of science about organization and management. Functions of managements. Enterprise as system - people, processes, technologies. Directed and motivating. Taking a management decision. Chosen methods of executing of analyses for decision. Organizational structures. Information and communication in management. Ethical and cultural context of management. Safety of work in context of management.

### Teaching methods

- lecture classes: conversational lectures



- exercise classes: expert tables method interchangeably with cases method

## Bibliography

### Basic

1. Michalski E., (2020), Zarządzanie przedsiębiorstwem. Podręcznik akademicki, PWN, Warszawa. Stadler Ch.: The Four Principles of Enduring Success. „Harvard Business Review” 2007, No. 7-8.
2. Sadłowska-Wrzesińska J., (2018), Kultura bezpieczeństwa pracy. Rozwój w warunkach cywilizacyjnego przesilenia, Oficyna Wydawnicza ASPRA-JR, Warszawa.
3. Sławińska M., (2012), Niezawodność człowieka w interakcji z procesem przemysłowym, Wyd. Politechniki Poznańskiej, Poznań.
4. Sudoł S., (2012), Nauki o zarządzaniu. PWE, Warszawa.
5. Trzcieliński S., Włodarkiewicz-Klimek H., Pawłowski K., (2013), Współczesne koncepcje zarządzania, Poznań.

### Additional

1. Butlewski M. Sławińska M., (2014), Ergonomic method for the implementation of occupational safety systems, p. 621-626, [in]: Occupational Safety and Hygiene II, Edited by Pedro M. Arezes et al. (eds), Taylor & Francis Group, London.
2. Górny A., Sławińska M., Sobczak W. (2016), Ocena kompetencji jako narzędzie zapewnienia bezpieczeństwa w przedsiębiorstwie budowlanym, Finanse, Rynki Finansowe, Ubezpieczenia, nr 5 (83/2), ss. 109–119.
3. Wyrwicka M., (2019), Zarządzanie projektami, WIZ PP, Poznań.

## Breakdown of average student's workload

	Hours	ECTS
Total workload	110	5,0
Classes requiring direct contact with the teacher	45	2,0
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup>	65	3,0

<sup>1</sup> delete or add other activities as appropriate