



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Methods and tools of enterprise management

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### Course

Field of study

Safety Engineering

Area of study (specialization)

Level of study

First-cycle studies

Form of study

full-time

Year/Semester

2/1

Profile of study

general academic

Course offered in

polish

Requirements

elective

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### Number of hours

Lecture

0

Laboratory classes

0

Other (e.g. online)

0

Tutorials

15

Projects/seminars

30

### Number of credit points

4

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### Lecturers

Responsible for the course/lecturer:

dr hab. inż. Małgorzata Sławińska, prof. PP

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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

-project courses: evaluation of progress in project task realization ( compliance with agreed schedule of project task realization schedule) and activity during classes

summative evaluation:

- classes: the average marks from report preparation

- in terms of project courses: project appraisal with taking into account assess the progress in realization of project task and activity during project realization

### Programme content

Social context of company activity. Chosen conception and methods of management in practice: continuous improvement, complex maintenance of movement, complex support knowledge management, computer-aided knowledge management, use of network thinking, ecological factor in management, time based management, safety management.



## Teaching methods

- exercise classes: expert tables method interchangeably with cases method
- project: multileg cognitive task

## Bibliography

### Basic

1. Brillman J., (2000), Nowoczesne koncepcje i metody zarządzania, Warszawa.
2. Michalski E., (2020), Zarządzanie przedsiębiorstwem. Podręcznik akademicki, PWN, Warszawa. Stadler Ch.: The Four Principles of Enduring Success. „Harvard Business Review” 2007, No. 7-8.
3. Sławińska M., (2012), Niezawodność człowieka w interakcji z procesem przemysłowym, Wyd. Politechniki Poznańskiej, Poznań 2012.
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. Jasiulewicz-Kaczmarek M., Misztal A. & Sławińska M., (2014), Design methods of reducing human error in practice, p. 1101-1106, [in]: Safety and Reliability: Methodology and Applications, Edited by Nowakowski T. et al. (Eds), Taylor & Francis Group, London.
2. Mrugalska B., Sławińska M., (2014), Narzędzia makroergonomii w sterowaniu bezpieczeństwem procesów pracy, s. 131-139, Zeszyty Naukowe Politechniki Poznańskiej, Nr 63, Organizacja i Zarządzanie, Wydawnictwo Politechniki Poznańskiej, Poznań.
3. Sławińska M., (2011), Reengineering ergonomiczny procesów eksploatacji zautomatyzowanych urządzeń technologicznych (ZUT), Rozprawy Nr 462, Wyd. Politechniki Poznańskiej, Poznań.

## Breakdown of average student's workload

	Hours	ECTS
Total workload	100	4,0
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>	55	2,0

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