



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Organization of work station and work study

		Course
Field of study	Management Engineering	Year/Semester 1/2
Area of study (specialization)		Profile of study general academic
Level of study	First-cycle studies	Course offered in polish
Form of study	part-time	Requirements compulsory

Number of hours		
Lecture	Laboratory classes	Other (e.g. online)
10		
Tutorials	Projects/seminars	
	12	

### Number of credit points

2

Lecturers	
Responsible for the course/lecturer: Agnieszka Grzelczak Ph.D., Eng. e-mail: <a href="mailto:agnieszka.grzelczak@put.poznan.pl">agnieszka.grzelczak@put.poznan.pl</a> Faculty of Engineering Management 2 Jacek Rychlewski Str. , 60-965 Poznan	Responsible for the course/lecturer:

**Prerequisites**  
A student starting this subject should have basic management knowledge. He should also have the ability to perceive, associate and interpret phenomena in the basics of management, as well as in the field of social competences the ability to work in a group.

### Course objective

Presentation of the principles of good organization of work at the position level and familiarization with the methods of testing and normalizing work.

### Course-related learning outcomes

Knowledge

knows the methods and tools for designing production structures [P6S\_WG\_07]

has basic knowledge of workplace ergonomics and macroergonomics [P6S\_WG\_12]

has basic knowledge of the life cycle of socio-technical systems [P6S\_WG\_13]



knows the basic methods, techniques, tools and materials used to solve simple engineering tasks in the field of machine construction and operation [P6S\_WG\_16]

#### Skills

analyzes proposed solutions to specific management problems and proposes appropriate solutions in this respect [P6S\_UW\_04]

is able to identify design tasks and solve simple design tasks in the field of machine construction and operation [P6S\_UW\_14]

is able to design the structure and technology of simple machine parts and components and design the organization of first-stage complexity production units [P6S\_UW\_16]

can bear responsibility for own work and jointly implemented tasks and is ready to comply with the principles of team work [P6S\_UO\_01]

#### Social competences

can see cause-and-effect relationships in achieving the goals and rank the importance of alternative or competitive tasks [P6S\_KK\_02]

is aware that creating products that meet the needs of users requires a systematic approach taking into account technical, economic, marketing, legal, organizational and financial issues [P6S\_KO\_02]

is aware of the importance and understands the non-technical aspects and effects of engineering activities, including its impact on the environment, and the associated responsibility for decisions [P6S\_KR\_01]

#### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

The knowledge gained during the lectures is verified by a 45-minute college in the last class. Colloquium consists of test questions (single choice) and tasks (open and / or calculation). Passing threshold: 50% of points. Assessment issues are made available to students by e-mail using the university e-mail system.

Skills acquired during project classes are verified on the basis of two projects: one implemented individually and the other in groups of 2 to 3 people. Passing threshold: 50% of points.

#### Programme content

Lecture: System approach to the organization. Building an effective organization of the enterprise from the level of the workplace. The position as a work system. Basic techniques in the study of working methods and standardization. Methodology of designing and shaping work places. Increasing organization efficiency.

Project: Basic techniques in the study of working methods and standardization. Methodology of designing and shaping work places. Increasing organization efficiency.

#### Teaching methods



Lecture: informative lecture (conventional) - information transfer in a systematic way, supported by multimedia presentation, illustrated with examples and tasks and case method (case study) - analysis of specific cases of illustrative (illustrative) or problem nature (problem recognition)

Project: project method - individual and team implementation of a large, multi-stage cognitive or practical task, which results in the creation of a work

### Bibliography

#### Basic

Grzelczak A., Projektowanie procesów pracy, Wydawnictwo Politechniki Poznańskiej, Poznań 2013.

Rzeszotarska-Wyrwicka M., Organizowanie systemów pracy. Materiały pomocnicze, Wydawnictwo Politechniki Poznańskiej, Poznań 1998.

Strzelecki T.J., Organizacja i normowanie pracy, Wydawnictwo Politechniki Warszawskiej, Warszawa 1992.

#### Additional

Mikołajczyk Z., Techniki organizatorskie w rozwiązywaniu problemów zarządzania, Wydawnictwo Naukowe PWN, Warszawa 1998.

Martyniak Z., Metody organizacji i zarządzania, Wydawnictwo AE, Kraków 1999.

Mreła H., Technika organizowania pracy, Wiedza Powszechna, Warszawa 1975.

Baraniak B., Metody badania pracy, Wydawnictwo Akademickie i Profesjonalne, Warszawa 2009.

### Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,0
Classes requiring direct contact with the teacher	22	1,0
Student's own work (literature studies, preparation for project, preparation for tests, project preparation) <sup>1</sup>	28	1,0

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