



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Organization of work and management

Course

Field of study

Year/Semester

Education in Technology and Informatics

4/7

Area of study (specialization)

Profile of study

general academic

Level of study

Course offered in

First-cycle studies

polish

Form of study

Requirements

full-time

compulsory

Number of hours

Lecture

Laboratory classes

Other (e.g. online)

30

Tutorials

Projects/seminars

15

Number of credit points

2

Lecturers

Responsible for the course/lecturer:

Responsible for the course/lecturer:

Daria Motąła PhD

email: daria.motala@put.poznan.pl

Faculty of Engineering Management

Prerequisites

Knowledge of the basics of economics and entrepreneurship gained in high school and in the subject of Basics of Economics in the first semester. The ability to solve simple problems in the field of economics and entrepreneurship, the ability to obtain information from the indicated sources. Understanding the need to expand your competences, willingness to cooperate within the team.

Course objective

1. Provide students with knowledge of the methods of effective organization of the enterprise and its management, with particular emphasis on human capital.
2. Developing the ability to select appropriate management methods for potential problems and changes taking place in the enterprise and its environment.
3. Shaping students' teamwork skills.



Course-related learning outcomes

Knowledge

1. knows the basic concepts of macro- and microeconomics, entrepreneurship, work organization and management
2. has basic knowledge of management tools and their impact on the organization of work in the enterprise
3. has basic knowledge related to the issues of analysis of changes in the enterprise environment and related aspects of organization management
4. knows the latest development trends in the field of work organization methods and management techniques
5. has knowledge of the management procedures undertaken in the enterprise

Skills

1. can obtain information from literature, databases and other properly selected sources, integrate them, interpret them and draw conclusions as well as formulate and justify opinions
2. has the ability to self-study
3. can work individually and in a team, including the ability to manage his own time and undertake and keep commitments
4. correctly selects analytical tools for solving management problems
5. knows the rules of workplace organization; applies the principles of occupational health and safety
6. performs a preliminary economic analysis of the undertaken engineering activities and estimates their labor consumption

Social competences

1. works on the assigned task independently and cooperates in a team taking different roles in it; demonstrates professionalism and responsibility for the decisions made
2. understands the need for continuous training in order to improve professional and social competences
3. thinks and acts in an entrepreneurial and innovative way

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Exams checking the knowledge acquired during the lectures in the form of tests (choice, supplementation, true - false) - after each topic discussed, and a final exam at the end - 100 points in total.



Project classes assessed on the basis of the elements of the project systematically performed by students in class and the presentation of the project at the end of the semester. You can get a maximum of 80 points for a project, and 20 points for a presentation. The grades depends on the number of points - the template is presented below.

5,0 92-100

4,5 84-91

4,0 76-83

3,5 68-75

3,0 60-67

2,0 0-59

Programme content

Lecture

1. History of the science of organization and management
2. Organization and environment of the organization
3. Location of activities
4. The concept of management, planning and organizing functions
5. Production or service activities
6. Company equipment
7. Supply of raw materials and semi-finished products
8. Schedule and network plan
9. The function of motivating and controlling
10. Planning of human resources
11. Managing human resources
12. Organizational structures
13. Work efficiency
14. Work safety regulations
15. Exam - takes place in November / December



Project

1. Efficiency, effectiveness, efficiency and economy of operation
2. Le Chatelier's organizational cycle
3. Porter's five forces analysis
4. SWOT analysis
5. Gantt chart and network chart
6. Resource planning - what types of resources and in what quantity
7. Plotting and dimensions of organizational structures
8. Project presentation

Teaching methods

Lecture: presentation with the discussed examples, solving problems, providing materials for own work.

Project: students' project work in subassemblies, discussion.

Bibliography

Basic

1. R.W. Griffin. Podstawy zarządzania organizacjami, PWN, W-wa 2013
2. S.P. Robbins, D.A. DeCenzo, Podstawy zarządzania, PWE 2017
3. A.K. Koźmiński, W. Piotrowski (red.) Zarządzanie. Teoria i praktyka. PwE, W-wa 2010
4. M. Stróżycki (red.) Podstawy zarządzania. SGH, 2008
5. Kałkowska J., Pawłowski E., Włodarkiewicz Klimek H., Zarządzanie organizacjami w gospodarce opartej na wiedzy. Wydawnictwo Politechniki Poznańskiej, Poznań 2013

Additional

1. J.A.F. Stoner, C. Wankiel. Kierowanie. PWE, W-wa 2017
2. A. Zakrzewska - Bielawska. Podstawy zarządzania. Teoria i ćwiczenia, Wyd. Gab, 2004



Breakdown of average student's workload

	Hours	ECTS
Total workload	60	2,0
Classes requiring direct contact with the teacher	45	1,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) ¹	15	0,5

¹ delete or add other activities as appropriate