



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Basics of management

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

Number of hours

Lecture

0

Laboratory classes

0

Other (e.g. online)

0

Tutorials

15

Projects/seminars

30

Number of credit points

4

Lecturers

Responsible for the course/lecturer:

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Responsible for the course/lecturer:

Wydział Inżynierii Zarządzania

ul. J. Rychlewskiego 2, pok. 360

60-965 Poznań

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 assesses the progress in realization of project task and activity during project realization

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

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

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	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) ¹	55	2,0

¹ delete or add other activities as appropriate