



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Organization of work and management

Course

Field of study

Education in Technology and Informatics

Area of study (specialization)

Level of study

First-cycle studies

Form of study

full-time

Year/Semester

4/7

Profile of study

general academic

Course offered in

polish

Requirements

compulsory

Number of hours

Lecture

30

Laboratory classes

Tutorials

Projects/seminars

15

Other (e.g. online)

Number of credit points

2

Lecturers

Responsible for the course/lecturer:

dr Daria Motafa

Responsible for the course/lecturer:

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Faculty of Engineering Management

Rychlewskiego 2, 60-965 Poznań

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 economy and entrepreneurship, the ability to obtain information from the indicated sources. Understanding the need to expand competences, readiness to cooperate as part of the team.

Course objective

1. Provide students with knowledge of the methods of optimal organization of the enterprise and its management, with particular emphasis on human capital.
2. Developing the ability to select appropriate management methods to solve potential problems and adapt to 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 a 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 environment of the enterprise 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-educate
3. can work individually and in a team, including the ability to manage his own time as well as 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 various roles in it; in this work shows 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:

Formative assessment:

Lectures - tests checking the knowledge acquired in the course of lectures after each discussed area of issues. A final exam at the end - 100 points in total.



Project classes assessed on the basis of project elements systematically performed by students and the final presentation of the project. Each subsequent stage of the project is assessed separately.

Summary assessment:

Lectures - the sum of points collected during the semester. If someone does not achieve the expected point level, he / she can write an exam test covering all the issues.

Project classes - one can get a maximum of 80 points for a project, 20 points for a presentation.

Programme content

Lecture

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

Project

1. Efficiency, effectiveness 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. Presentation of the project

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
6. Motąła D., Strategia koncentracji w małych i średnich przedsiębiorstwach sektora gazowniczego, Zeszyty Naukowe Politechniki Poznańskiej, Organizacja i Zarządzanie 76, Poznań 2018

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