



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Fundamentals of management

Course

Field of study

Safety Engineering

Area of study (specialization)

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

Polish

Requirements

compulsory

Number of hours

Lecture

10

Laboratory classes

Other (e.g. online)

Tutorials

8

Projects/seminars

10

Number of credit points

4

Lecturers

Responsible for the course/lecturer:

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Wydział Inżynierii Zarządzania

ul. J. Rychlewskiego 2, 60-965 Poznań

Responsible for the course/lecturer:

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Wydział Inżynierii Zarządzania

ul. J. Rychlewskiego 2, 60-965 Poznań

Prerequisites

Lack of precursor in earliest semesters. Student owns abilities of detection, associating (joining) and in social rates interpreting of phenomenon. The student understands and is prepared to take social responsibility for decisions in the area of organization management.

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, [K1_W08]
- knows in depth the concepts and principles of running a business in a market economy [K1_W12]
- knows the principles of creating and developing forms of individual entrepreneurship and the problems arising from the activities of enterprises in the market environment [K1_W13]

Skills

- is able to properly select sources and information derived from them, make an evaluation, critical analysis and synthesis of this information [K1_U01]
- can use various techniques to communicate in a professional environment and in other environments, [K1_U02]
- is able to identify changes in requirements, standards, regulations and technical progress and the reality of the labor market, and on their basis determine the need for supplementing knowledge [K1_U12]
- can plan, organize and implement individual and team work and carry out experiments, including measurements and computer simulations, interpret the obtained results and draw conclusions [K1_U11]

Social competences

- is able to recognise cause-and-effect dependencies in realisation of goals and rank importance of alternative or competitive tasks, [K1_K01]
- is able to plan and manage business projects, [K1_K04]
- is aware of need of professional behaviour, obey work ethics rights and respect for variety of opinions and cultures, [K1_K06]
- 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, [K1_K07]

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 classes: assessment of the progress in the implementation of the project task (compliance with the adopted project task implementation schedule) and activity during the classes

summative evaluation:

- classes: the average marks from report preparation



- lectures: written examination in a form of test where at least one answer is right or written answer for open questions

- in the field of project activities: evaluation of the completed project, including the evaluation of progress in the implementation of the project task and activity in classes during the implementation of the project task

Programme content

Lecture:

Management - essence and meaning. History of management science and the essence of management. Company management. The concept of organization and its essence (identity, culture, goals, social responsibility). Organization environment. Management functions - planning, organizing, motivating, controlling. Organizational structures. Contemporary management concepts. Organization management in the context of changes. Information and communication in management. Ethical and cultural management context. Work safety in the context of management.

Exercises:

The efficiency of operation. Environment analysis. Drawing organizational structures and calculating their parameters. Determining the range of management and job evaluation. Organization of work according to 5S and Poka Yoke. Working day photography, snapshot observation. Decision making - ABC analysis and Ishikawa chart.

Project:

Brainstorming and morphological analysis. Le Chatelier's organizational cycle - detailed action plan with resources. Gantt chart and network plan. Description of the process to be carried out. Management by goals.

Teaching methods

- lecture classes: conversational lectures
- exercise classes: expert tables method interchangeably with cases method
- project: multi-stage 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.
6. Ragin-Skorecka K., Grzelczak A., Motała D. (2017), Podstawy zarządzania nie tylko dla logistyków, Wydawnictwo Wyższej Szkoły Bankowej, Poznań, Polska

Additional

1. Butlewski M. Sławińska M., (2014), Ergonomic method for the implementation of occupational safety systems, p. 621-626, [in]: Occupationnal 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	28	1,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) ¹	72	2,5

¹ delete or add other activities as appropriate