



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Fundamentals of management [N11BIJ1>PZO]

Course

Field of study

Safety and Quality Engineering

Year/Semester

1/1

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

part-time

Requirements

compulsory

Number of hours

Lecture

9

Laboratory classes

0

Other (e.g. online)

0

Tutorials

9

Projects/seminars

9

Number of credit points

4,00

Coordinators

dr Daria Motąła

daria.motala@put.poznan.pl

dr hab. Hanna Włodarkiewicz-Klimek prof. PP

hanna.wlodarkiewicz-klimek@put.poznan.pl

Lecturers

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:

1. Defines the concept of management and organization and explains their essence, identity, organizational culture, objectives, and social responsibility, taking into account historical and contemporary management concepts [K1_W08].

2. Describes management functions: planning, organizing, motivating, controlling, and various organizational structures, their advantages, and disadvantages [K1_W08].
3. Lists and discusses ethical and cultural aspects of management and the importance of occupational safety in the context of organizational management [K1_W08].
4. Recognizes and describes basic concepts and principles in the field of copyright protection, information security, and intellectual property protection, identifying their application in managing organizations [K1_W12].
5. Explains the principles of creating and developing forms of individual entrepreneurship, analyzing problems arising from the activities of enterprises in the market environment and understands the significance of an organization's social responsibility [K1_W13].

Skills:

1. Analyzes the organization's environment, using tools such as SWOT or PEST analysis, and is able to outline organizational structures and calculate their parameters [K1_U01].
2. Organizes team work using methods like 5S and Poka Yoke, can also apply goal management techniques and decision-making tools, such as ABC analysis or Ishikawa diagram [K1_U11].
3. Plans and manages projects, using methods such as brainstorming, morphological analysis, the Le Chatelier organizational cycle, Gantt chart, and network planning, demonstrating the ability to design systems that meet high standards of quality and safety [K1_U07].
4. Identifies changes in the market environment, standards, regulations, and technological progress, using these observations to determine needs for updating knowledge and skills [K1_U12].

Social competences:

1. Understands and perceives cause-and-effect relationships in achieving organizational goals, applying knowledge to plan and manage business ventures with consideration of their significance and impact on the environment [K1_K01].
2. Demonstrates professionalism and adheres to professional ethics, promoting respect for diversity and building a culture of safety and quality in the organization [K1_K06].
3. Shows awareness of responsibility for one's own work and readiness for teamwork, taking responsibility for jointly performed tasks, reflecting the ability to manage business ventures [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

Students become familiar with the genesis and contemporary shaping of management science. They will learn the basic ways of conducting simple analyses in the field of management and using the conclusions formulated on their basis in practice.

Course topics

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. Trzecieliński S., Włodarkiewicz-Klimek H., Pawłowski K., (2013), Współczesne koncepcje zarządzania, Poznań.
6. Ragin-Skorecka K., Grzelczak A., Motąła 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]: 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	4,00
Classes requiring direct contact with the teacher	30	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	70	3,00