

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Organization of work station and work study</b>		Code <b>1011105331011111938</b>
Field of study <b>Engineering Management - Part-time studies -</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>2 / 3</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>obligatory</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: <b>14</b> Classes: <b>-</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>2</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b> dr inż. Agnieszka Grzelczak email: agnieszka.grzelczak@put.poznan.pl tel. (61) 665 33 69 Wydział Inżynierii Zarządzania 60-965 Poznańul. Strzelecka 11		<b>Responsible for subject / lecturer:</b> dr inż. Agnieszka Grzelczak email: agnieszka.grzelczak@put.poznan.pl tel. 61 665 33 69 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	Basic knowledge of management
2	<b>Skills</b>	Ability to perceive, to associate and interpret phenomena in the basics of managing
3	<b>Social competencies</b>	Ability to work for the team
<b>Assumptions and objectives of the course:</b> Presentation of the principles of good organization of work at the office and getting to know the methods of testing and standardization work.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. He knows the design methods and tools of production structures - [K2A_W09] 2. He knows the rules on the organization of work stations - [K01-InzA_W01] 3. It has a basic knowledge of ergonomics and workplace - [K2A_W07, K01-InzA_W01, K04-InzA_W02, K05-InzA_W03] 4. You know the basic methods, techniques and tools organizations workstations and research work for engineering tasks - [K04-InzA_W02] 5. He has knowledge of the impact of relevant organizations working on the effectiveness of engineering - [K05-InzA_W03]		
<b>Skills:</b>		
1. Analyzes proposed solutions to specific management problems and proposes in this respect the relevant settlement - [K2A_U07] 2. Able to design and organize the workstation - [K01-InzA_U6] 3. He can design a workflow in production units - [K01-InzA_U8]		
<b>Social competencies:</b>		
1. It has a sense of responsibility for their own work and the willingness to comply with the rules work in a team and to take responsibility for collaborative tasks - [K2A_K02] 2. He can see cause and effect based on the achievement of the targets and rangować importance of alternative or competing tasks - [K2A_K03] 3. Is aware of the organization of work in engineering tasks - [K01-InzA_K1] 4. Is aware of the wide range of technical influences on the organization of work - [K01-InzA_K2]		

<b>Assessment methods of study outcomes</b>		
Forming Rating: Current rating in the class Rating summary: Projects: public presentation, discussion led to the presentation, form and quality of prepared materials - complex development, Lecture: exam in written test		
<b>Course description</b>		
Systemic approach of the organization. Building effective business organization on the level of the position. Position as a working system. Basic techniques in the study of the working methods and normalization. Design methodology and design positions. Improving the efficiency of the organization.		
<b>Basic bibliography:</b>		
1. Martyniak Z., Metody organizacji i zarządzania Wydawnictwo AE Kraków 1999 2. Rzeszotarska-Wyrwicka M., Organizowanie systemów pracy. Materiały pomocnicze Wydawnictwo PP Poznań 1998 3. Rummler G.A., Brache A.P., Podnoszenie efektywności organizacji PWE Warszawa 2000		
<b>Additional bibliography:</b>		
1. Mreła H., Technika organizowania pracy Wiedza Powszechna Warszawa 1975		
<b>Result of average student's workload</b>		
<b>Activity</b>	<b>Time (working hours)</b>	
1. Lecture	14	
2. Consultation	16	
3. Exam preparation	8	
4. Exam	2	
<b>Student's workload</b>		
<b>Source of workload</b>	<b>hours</b>	<b>ECTS</b>
Total workload	40	2
Contact hours	30	1
Practical activities	15	0