

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Business Process Optimization		Code 1011102331011165122
Field of study Engineering Management - Full-time studies -	Profile of study (general academic, practical) (brak)	Year /Semester 2 / 3
Elective path/specialty Enterprise Management	Subject offered in: Polish	Course (compulsory, elective) elective
Cycle of study: Second-cycle studies	Form of study (full-time, part-time) full-time	
No. of hours Lecture: - Classes: - Laboratory: - Project/seminars: 15		No. of credits 1
Status of the course in the study program (Basic, major, other) (brak)		(university-wide, from another field) (brak)
Education areas and fields of science and art social sciences Economics		ECTS distribution (number and %) 1 100% 1 100%
Responsible for subject / lecturer: dr inż. Edmund Pawłowski email: edmund.pawlowski@put.poznan.pl tel. 616653372 Wydział Inżynierii Zarządzania ul. Strzelecka 11 60-965 Poznań		Responsible for subject / lecturer: -mgr inż. Krystian Pawłowski email: -krystian.pawlowski@put.poznan.pl tel. -616653372 -Wydział Inżynierii Zarządzania -ul. Strzelecka 11, 60-965 Poznań
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	Student has the knowledge on: Enterprise Management, Production Management, Contemporary Methods of Management
2	Skills	Student is able to discern, to associate and to interpret the organizational, technical and economical occurrence in the context of optimization of an enterprise's internal processes
3	Social competencies	Student understand and is prepared to held social responsibility for the decision made in operations management processes
Assumptions and objectives of the course: The goal of the subject is to teach the students how to use contemporary methods and technics of management to increase efficiency of operation processes in an enterprise		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. Student has the knowledge of implementing the contemporary methods of management - [-K2A_W04]		
Skills:		
1. Student is able to chose and to design the process of implementation methods of management - [-K2A_U02, K2A_U03, K2A_U04]		
Social competencies:		
1. Student is conscious of the role, required competences and responsibilities of managers implementing knew methods of management - [K2A_K03-]		
2. Student is able to develop his knowledge of implementation of knew methods of management - [-K2A_K06]		
Assessment methods of study outcomes		
Forming grade: classes on the basis of the evaluation the systematical progress of carried out tasks		
Sum up grade: a/ form and quality of a prepared project		

Course description		
- Criteria, concepts and technics of bussines processes optimizaqtion in production and service systems. Analyse of the data for designing. Choise of consept and technics of optimization. Operationalization of standards for analyzed processes		
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Basic bibliography:		
1. Bihero J., The Lean Toolbox, , PICSIE Books, Buckingham, England, 2000		
2. Masaaki Imai, Gemba Kaizen. Zdroworozsądkowe, niskonakładowe podejście do zarządzania, MT Biznes, W-wa, 2006		
3. J.K. Liker J.K., Droga Toyoty. 14 zasad zarządzania wiodącej firmy produkcyjnej świata, , MT Biznes, W-wa, 2005		
4. Grajewski P., Organizacja procesowa, PWE, Warszawa, 2007		
Additional bibliography:		
Result of average student's workload		
Activity	Time (working hours)	
1. designing classes	15	
2. Preparation for classses	15	
3. Consultation	3	
4. Omówienie wyników ćwiczeń	2	
Student's workload		
Source of workload	hours	ECTS
Total workload	35	1
Contact hours	20	1
Practical activities	15	1