

| STUDY MODULE DESCRIPTION FORM | | |
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| Name of the module/subject Organization of work station and work study | | Code 1011101331011111938 |
| Field of study Engineering Management - Full-time studies - | Profile of study (general academic, practical) (brak) | Year /Semester 2 / 3 |
| Elective path/specialty - | Subject offered in: Polish | Course (compulsory, elective) obligatory |
| Cycle of study: First-cycle studies | Form of study (full-time, part-time) full-time | |
| No. of hours Lecture: 15 Classes: - Laboratory: - Project/seminars: 15 | | No. of credits 2 |
| 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 | | ECTS distribution (number and %) |
| Responsible for subject / lecturer: dr inż. Agnieszka Grzelczak email: agnieszka.grzelczak@put.poznan.pl tel. (61) 665 33 69 Wydział Inżynierii Zarządzania 60-965 Poznańul. Strzelecka 11 | | |
| Prerequisites in terms of knowledge, skills and social competencies: | | |
| 1 | Knowledge | Basic knowledge of management |
| 2 | Skills | Ability to perceive, to associate and interpret phenomena in the basics of managing |
| 3 | Social competencies | Ability to work for the team |
| Assumptions and objectives of the course: Presentation of the principles of good organization of work at the office and getting to know the methods of testing and standardization work. | | |
| Study outcomes and reference to the educational results for a field of study | | |
| Knowledge: | | |
| 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] | | |
| Skills: | | |
| 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] | | |
| Social competencies: | | |
| 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] | | |

| Assessment methods of study outcomes | | |
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| 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 | | |
| Course description | | |
| 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. | | |
| Basic bibliography: | | |
| 1. Martyniak Z., Metody organizacji i zarządzania Wydawnictwo AE Kraków 1999 2. Rzeszutarska-Wyrwicka M., Organizowanie systemów pracy. Materiały pomocnicze Wydawnictwo PP Poznań 1998 3. Rummier G.A., Brache A.P., Podnoszenie efektywności organizacji PWE Warszawa 2000 | | |
| Additional bibliography: | | |
| 1. Mreła H., Technika organizowania pracy Wiedza Powszechna Warszawa 1975 | | |
| Result of average student's workload | | |
| Activity | Time (working hours) | |
| 1. Lecture | 15 | |
| 2. Project | 15 | |
| 3. Consultation | 10 | |
| 4. Preparation of project activities | 10 | |
| 5. Exam preparation | 8 | |
| 6. Exam | 2 | |
| Student's workload | | |
| Source of workload | hours | ECTS |
| Total workload | 60 | 2 |
| Contact hours | 42 | 1 |
| Practical activities | 15 | 0 |