



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Basis 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

1/2

Profile of study

general academic

Course offered in

Polish

Requirements

elective

Number of hours

Lecture

14

Laboratory classes

Other (e.g. online)

Tutorials

10

Projects/seminars

Number of credit points

5

Lecturers

Responsible for the course/lecturer:

Ph.D., Eng., Daria Motąła

Responsible for the course/lecturer:

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Faculty of Engineering Management

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Prerequisites

Lack of precursor in earliest semesters. Student owns abilities of detection, associating (joining) and in social rates interpreting of phenomenon.

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, [P6S_WG_08]



Skills

- is able to use various techniques in order to communicate in work environment and other, [P6S_UW_02]
- is able to use analytical methods, simulation and experimental methods in order to form solutions of engineering tasks, as well as using methods, information and communication tools, [P6S_UW_04]

Social competences

- is able to recognise cause-and-effect dependencies in realisation of goals and rank importance of alternative or competitive tasks, [P6S_KK_01]
- is able to plan and manage business projects, [P6S_KO_01]
- is aware of need of professional behaviour, obey work ethics rights and respect for variety of opinions and cultures, [P6S_KR_01]
- 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, [P6S_KR_02]

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

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

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:

Efficient operation. Le Chatelier's organizational cycle - detailed action plan with resources. Gantt chart and network plan. Porter's five forces analysis. Drawing organizational structures and calculating their parameters. Determining the range of management and job evaluation.



Teaching methods

- lecture classes: conversational lectures
- exercise classes: expert tables method interchangeably with cases method

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. Sudół 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]: 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	125	5,0
Classes requiring direct contact with the teacher	25	1,0
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests, project preparation) ¹	100	4,0

¹ delete or add other activities as appropriate