COURSE DESCRIPTION CARD - SYLLABUS

Course name

Basis of management

Course

Field of study

Safety Engineering

Year/Semester

2/1

Area of study (specialization)

Profile of study

general academic

Level of study

First-cycle studies

Course offered in

Polish

Form of study

part-time

Requirements

elective

Number of hours

Lecture

Laboratory classes

Other (e.g. online)

Tutorials

10

Projects/seminars

14

Number of credit points

4

Lecturers

Responsible for the course/lecturer:

Ph.D., Daria Motała

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Faculty of Engineering Management

ul. J. Rychlewskiego 2, 60-965 Poznań

Responsible for the course/lecturer:

Ph.D., D.Sc., Hanna Włodrkiewicz - Klimek, University Professor

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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 managemetnt and organisation as well as marketing and logistic in context of safery ingineering 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

-project courses: evaluation of progress in poject task realization (compliance with agreed schedule of poject task realization schedule) and activity during classes

summative evaluation:

- classes: the everage marks from report preparation

- in terms of project courses: project appraisal with taking into account asses the progress in realization of project task and activity during project realization

Programme content

Project:

Brainstorming and morphological analysis. Description of the process to be carried out. Benchmarking - what procedures are used in the case of similar processes. The company's activities in terms of Muda Muri Mura, work organization according to 5S and Poka Yoke. Algorithm for concurrent business opening or product launch. With whom should partnerships be established in order to ensure supplies necessary for the functioning of the company and how these relationships should develop. Decision making - ABC and Ishikawa. Delegating decision-making powers - who (on what level) should make what

kind of decisions (regarding the activities in the company) Management by goals. Learning organization. Solutions supporting sustainable development and social responsibility. Virtual enterprise - how to move your business online? Future plans - integration or diversification?

Exercises:

SWOT analysis, test for group roles and management style, motivational tools, methods of risk analysis and control, PEST analysis, communication in the company.

Teaching methods

- exercise classes: expert tables method interchangeably with cases method

- project: multileg 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. 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]: Occupationnal 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 budowalnym, Finanse, Rynki Finansowe, Ubezpieczenia, nr 5 (83/2), ss. 109–119.

3. Wyrwicka M., (2019), Zarzadzanie projektami, WIZ PP, Poznań.

Breakdown of average student's workload

	Hours	ECTS
Total workload	100	4,0
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]	75	3,0

[1] delete or add other activities as appropriate