



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Methods and tools of enterprise management

Course

Field of study

Safety Engineering

Area of study (specialization)

Level of study

First-cycle studies

Form of study

full-time

Year/Semester

2/3

Profile of study

general academic

Course offered in

Polish

Requirements

elective

Number of hours

Lecture

Laboratory classes

Other (e.g. online)

Tutorials

15

Projects/seminars

30

Number of credit points

4

Lecturers

Responsible for the course/lecturer:

Ph.D., Daria Motala

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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 Włodarkiewicz - 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 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

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

summative evaluation:

- classes: the average marks from report preparation

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

Programme content

Classes: Selected concepts and methods of management in practice - introduction to the practical aspect of using management methods and tools, Ishikawa Diagram, FMEA, Kanban, Supply chain and Just in Time, Time management, competency profiles in the organization.

Project: Case study developed in groups (max 4 people). Each case concerns a different use of enterprise management methods, and sometimes a different set of methods and tools. Each team will receive a detailed description of the company and guidelines related to the use of appropriate tools and methods.



Teaching methods

- exercise classes: expert tables method interchangeably with cases method
- project: multileg cognitive task

Bibliography

Basic

1. Brillman J., (2000), Nowoczesne koncepcje i metody zarządzania, Warszawa.
2. Michalski E., (2020), Zarządzanie przedsiębiorstwem. Podręcznik akademicki, PWN, Warszawa. Stadler Ch.: The Four Principles of Enduring Success. „Harvard Business Review” 2007, No. 7-8.
3. Sławińska M., (2012), Niezawodność człowieka w interakcji z procesem przemysłowym, Wyd. Politechniki Poznańskiej, Poznań 2012.
4. Sudoł S. (2012), Nauki o zarządzaniu. PWE, Warszawa.
5. Trzcieliński S., Włodarkiewicz-Klimek H., Pawłowski K., (2013), Współczesne koncepcje zarządzania, Poznań.

Additional

1. Butlewski M. Jasiulewicz-Kaczmarek M., Misztal A. & Sławińska M., (2014), Design methods of reducing human error in practice, p. 1101-1106, [in]: Safety and Reliability: Methodology and Applications, Edited by Nowakowski T. et al. (Eds), Taylor & Francis Group, London.
2. Mrugalska B., Sławińska M., (2014), Narzędzia makroergonomii w sterowaniu bezpieczeństwem procesów pracy, s. 131-139, Zeszyty Naukowe Politechniki Poznańskiej, Nr 63, Organizacja i Zarządzanie, Wydawnictwo Politechniki Poznańskiej, Poznań.
3. Sławińska M., (2011), Reengineering ergonomiczny procesów eksploatacji zautomatyzowanych urządzeń technologicznych (ZUT), Rozprawy Nr 462, Wyd. Politechniki Poznańskiej, Poznań.
4. Motąła D., Bystryakow A.Y., Pizengolts V.M., Level of specialization and management methods in small and medium enterprises of the gas industry, Management and Production Engineering Review - 2018, vol. 9, no. 2.



Breakdown of average student's workload

	Hours	ECTS
Total workload	100	4,0
Classes requiring direct contact with the teacher	50	2,0
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests, project preparation) ¹	50	2,0

¹ delete or add other activities as appropriate