



Subject card

Subject name and code	Labour Process Organization, PG_00040574						
Field of study	Engineering Management						
Date of commencement of studies	October 2021	Academic year of realisation of subject			2022/2023		
Education level	first-cycle studies	Subject group			Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	Full-time studies	Mode of delivery			at the university		
Year of study	2	Language of instruction			Polish		
Semester of study	4	ECTS credits			4.0		
Learning profile	general academic profile	Assessment form			exam		
Conducting unit	Department of Informatics in Management -> Faculty of Management and Economics						
Name and surname of lecturer (lecturers)	Subject supervisor	dr inż. arch. Karolina Krause-Brykalska					
	Teachers	dr inż. arch. Karolina Krause-Brykalska dr hab. Beata Basińska mgr inż. Jerzy Grabosz					
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	30.0	0.0	0.0	45
E-learning hours included: 0.0							
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan	Participation in consultation hours		Self-study	SUM	
	Number of study hours	45	6.0		49.0	100	
Subject objectives	Mastering the skills of analyzing, modeling and sumulating work processes using IT software						
Learning outcomes	Course outcome	Subject outcome			Method of verification		
	[K6_W02] has a basic knowledge of the different types of departments in the organisation, with particular emphasis on structures of an engineering nature	It has a basic knowledge of engineering analyzing, organizing, and improving the structure of work processes.			[SW1] Assessment of factual knowledge		
	[K6_W12] has a basic knowledge of production management and occupational safety and ergonomics management, as well as information technologies necessary for engineering management	It has a basic knowledge of management, evaluation and categorization of work processes.			[SW1] Assessment of factual knowledge		
	[K6_W13] has a basic knowledge of the design, modelling and optimisation of technical processes and systems	It has a basic knowledge of mathematics, physics and chemistry, which is essential for proper solving technical problems.			[SW1] Assessment of factual knowledge		
	[K6_U07] can work independently and in a team	Uses assessment methods, modeling and work using computer software			[SU1] Assessment of task fulfilment		
	[K6_U08] analyses engineering and managerial solutions in decision-making processes, taking into account pro-quality and pro-environmental aspects, as well as safety of work processes	Uses assessment methods, modeling and simulation work using computer software company BOC Adonis and Profit.			[SU3] Assessment of ability to use knowledge gained from the subject		

Subject contents	Lecture Assessment and analysis of the organization of work processes.; Systems of man-oriented works.; The study and improvement of work processes.; Standardization of time work processes.; Assessment and analysis of the human work load.; Suitability of operators to perform the work.; Concepts of extended work.; The organization of shift work.; Organization of loading work monotony.; Evaluation and qualification of work processes.; Selection and optimization of resources in the systems of work.; Evaluation of information links and information security.; Shaping the spatial structure of work.; Design and standardization of processes across the organization.; Standardization of work processes. Laboratory Identification, notations and mapping of processes in Visio.; Modeling the allocation of activities and roles in the processes in ADONIS.; Evaluation of functionality of systems by work methods 5S 5M in EXCEL.; Techniques ETA and FTA of study of work processes in VISIO.; Technology mapping of work processes in EXCEL.; Timing and snapshot observations in EXCEL.; Standardization of MTM technique norms in the program STATISTICA.; Analysis and simulation of the load process, in the program ADONIS.; Hazard identification and assessment of biomechanical loads.; Psychometric methodology standardization.; Technology of shift work organization; Methods of assessing and reducing of monotonous work. Work requirements and assessment of the suitability of the operator.; Methods for evaluation and qualification of work.; Optimization of work processes and resources in the program SOLVER.																	
Prerequisites and co-requisites	Management Foundations of Computer Science Fundamentals of statistics																	
Assessment methods and criteria	<table border="1" data-bbox="451 701 1487 869"> <thead> <tr> <th data-bbox="451 701 794 734">Subject passing criteria</th> <th data-bbox="794 701 1137 734">Passing threshold</th> <th data-bbox="1137 701 1487 734">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 734 794 768">Oral exam</td> <td data-bbox="794 734 1137 768">58.0%</td> <td data-bbox="1137 734 1487 768">20.0%</td> </tr> <tr> <td data-bbox="451 768 794 801">Laboratory Raports</td> <td data-bbox="794 768 1137 801">100.0%</td> <td data-bbox="1137 768 1487 801">40.0%</td> </tr> <tr> <td data-bbox="451 801 794 835">Midterm colloquium</td> <td data-bbox="794 801 1137 835">58.0%</td> <td data-bbox="1137 801 1487 835">20.0%</td> </tr> <tr> <td data-bbox="451 835 794 869">Written exam</td> <td data-bbox="794 835 1137 869">58.0%</td> <td data-bbox="1137 835 1487 869">20.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	Oral exam	58.0%	20.0%	Laboratory Raports	100.0%	40.0%	Midterm colloquium	58.0%	20.0%	Written exam	58.0%	20.0%
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Recommended reading	Basic literature	Literatura podstawowa 1.Grabosz J.: Perspektywy telepracy i telekooperacji Ergonomia i eksploatacja w edukacji menedżerskiej PG Gdańsk 2001. 2.Grajewski Organizacja procesowa PWE Warszawa 2007. 3.Limoncelli T.A.: Zarządzanie czasem strategii dla administratorów systemów Helion SA 2007 4.Martyniak Z.: Metody organizowania procesów pracy. PWE Warszawa 1996. 5.Rummler G.A. Brache A.P.: Podnoszenie efektywności organizacji. PWE Warszawa 2000. 6. Gawin B., Marcinkowski B. Symulacja procesów biznesowych. Standardy BPMS i BPMN w praktyce. Wydawnictwo Helion, 2013. 7. Oldham, G. R., & Fried, Y. (2016). Job design research and theory: Past, present and future. <i>Organizational Behavior and Human Decision Processes</i> , 136, 20-35.																
	Supplementary literature	Literatura uzupełniająca 1.Dudek B., Waszkłowska M., Merez D., Hanke W.: Ochrona pracowników przed skutkami stresu zawodowego. IMP. Łódź 2005. 2.Grabosz J.: Identyfikacja procesów w przedsiębiorstwie, Zielona Góra 2000. 3.Horst W.(red.): Ergonomia z elementami bezpieczeństwa pracy PP Poznań 2006. 4.Piotrowski M.: BPMN notacja modelowania procesów biznesowych BTC Warszawa 2007. 5.Stadnicki J.: Teoria i praktyka rozwiązywania zadań optymalizacji W-NT, Warszawa 2006. 6. Gajek L., Kałuszka M. Wnioskowanie statystyczne. Metody i modele. WNT, 1996.																
	eResources addresses	Adresy na platformie eNauczanie: Organizacja procesów pracy (STAC 2022/2023) - Moodle ID: 27799 https://enauzanie.pg.edu.pl/moodle/course/view.php?id=27799																
Example issues/ example questions/ tasks being completed	Process mapping work																	
Work placement	Not applicable																	