



Subject card

Subject name and code	Labour Process Organization, PG_00040527						
Field of study	Engineering Management						
Date of commencement of studies	October 2022	Academic year of realisation of subject			2023/2024		
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	Part-time studies (on-line)	Mode of delivery			blended-learning		
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	mgr inż. Jerzy Grabosz					
	Teachers	mgr inż. Jerzy Grabosz					
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	8.0	0.0	16.0	0.0	0.0	24
	E-learning hours included: 18.0						
Additional information: .Mastering the skills of analyzing, modeling and simulating work processes using IT software							
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	24	6.0		70.0		100
Subject objectives	Mastering the skills of analyzing, modeling and simulating work processes using IT software						
Learning outcomes	Course outcome	Subject outcome			Method of verification		
	[K6_U07] can work independently and in a team	Uses assessment methods, modeling and work using computer software			[SU3] Assessment of ability to use knowledge gained from the subject		
	[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_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.			[SU4] Assessment of ability to use methods and tools		
	[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.			[SW3] Assessment of knowledge contained in written work and projects		
[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.			[SW3] Assessment of knowledge contained in written work and projects			

Subject contents	Lecture Assessment and analysis of the organization 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.; Evaluation and qualification of work processes.; Selection and optimization of resources in the systems of work.; 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.; Techniques ETA and FTA of study of work processes in Visio.; Standardization of MTM technique norms in the program STATISTICA.; Analysis and simulation of the load process, in the program ADONIS.; Technology of shift work organization.; Methods of assessing and reducing of monotonous 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"> <thead> <tr> <th data-bbox="451 535 794 568">Subject passing criteria</th> <th data-bbox="794 535 1137 568">Passing threshold</th> <th data-bbox="1137 535 1487 568">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 568 794 602">Oral exam</td> <td data-bbox="794 568 1137 602">60.0%</td> <td data-bbox="1137 568 1487 602">15.0%</td> </tr> <tr> <td data-bbox="451 602 794 636">Laboratory Rapports</td> <td data-bbox="794 602 1137 636">100.0%</td> <td data-bbox="1137 602 1487 636">40.0%</td> </tr> <tr> <td data-bbox="451 636 794 669">Written exam</td> <td data-bbox="794 636 1137 669">60.0%</td> <td data-bbox="1137 636 1487 669">15.0%</td> </tr> <tr> <td data-bbox="451 669 794 705">Midterm colloquium</td> <td data-bbox="794 669 1137 705">60.0%</td> <td data-bbox="1137 669 1487 705">30.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	Oral exam	60.0%	15.0%	Laboratory Rapports	100.0%	40.0%	Written exam	60.0%	15.0%	Midterm colloquium	60.0%	30.0%
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Recommended reading	Basic literature	Literatura podstawowa 1.Grabosz J.: Perspektywy telepracy i telekooperacji w zb. Ergonomia i eksploatacja w edukacji menedżerskiej PG Gdańsk 2001. 2.Grajewski Organizacja procesowa PWE Warszawa 2007 3.Koradecka D.: Bezpieczeństwo pracy i ergonomia, t. 2. CIOP Warszawa 1997. 4.Martyniak Z.: Metody organizowania procesów pracy. PWE Warszawa 1996. 5.Rummler G.A. Brache A.P.: Podnoszenie efektywności organizacji. PWE Warszawa 2000. Gawin B., Marcinkowski B. Symulacja procesów biznesowych. Standardy BPMS i BPMN w praktyce. Wydawnictwo Helion, 2013.																
	Supplementary literature	Literatura uzupełniająca 1.Dudek B., Waszkłowska M., Merecz 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. Gajek L. Kałużka M. Wnioskowanie statystyczne. Modele i metody. WNT, 1996.																
	eResources addresses	Podstawowe https://enauczanie.pg.edu.pl/moodle/course/view.php?id=37475 - Adresy na platformie eNauczanie: Organizacja procesów pracy (SN) - lato 2023/2024 - Moodle ID: 37475 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=37475																
Example issues/ example questions/ tasks being completed	Process mapping work																	
Work placement	.																	