



Subject card

Subject name and code	WORK PROCESSES ORGANIZATION, PG_00061403						
Field of study	Engineering Management						
Date of commencement of studies	October 2023	Academic year of realisation of subject			2024/2025		
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	Mode of delivery			at the university		
Year of study	2	Language of instruction			Polish		
Semester of study	4	ECTS credits			5.0		
Learning profile	general academic profile	Assessment form			exam		
Conducting unit	Department of Management -> Faculty of Management and Economics						
Name and surname of lecturer (lecturers)	Subject supervisor	dr hab. Beata Basińska					
	Teachers	dr inż. Sławomir Ostrowski dr hab. Beata Basińska					
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	16.0	0.0	16.0	0.0	0.0	32
	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	32	7.0		86.0		125
Subject objectives	Analyzes and evaluates work processes in various contexts, selecting appropriate advanced methods						
Learning outcomes	Course outcome	Subject outcome			Method of verification		
	[K6_U01] analyzes and evaluates complex processes in the context of the possibility of their improvement, using various methods, including analytical and simulation	creates models that reflect the implementation of work processes in various contexts, using analytical and simulation methods			[SU4] Assessment of ability to use methods and tools		
	[K6_W05] integrates data from many sources to analyze complex problems of modern management	evaluates the functioning of work processes, extracting information relevant to a specific goal, analyzing them using appropriately selected methods			[SW1] Assessment of factual knowledge		
Subject contents	<ol style="list-style-type: none">1. Human-oriented work systems2. Assessment and analysis in work process organization3. Examination and improvement of work processes4. Operators' predispositions and work performance5. Organization of shift work6. Organization of work affected by monotony7. Concepts of enriched work8. Standardization of work process durations9. Assessment and analysis of human workload10. Selection and optimization of resources in work systems11. Shaping the spatial structure of work12. Evaluation and classification of work processes13. Assessment of information links and information security14. Design and standardization of processes in an organization15. Optimization of work processes						
Prerequisites and co-requisites							

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Exam	60.0%	50.0%
	Lab reports and presentation	60.0%	50.0%
Recommended reading	Basic literature	<p>Grajewski, P. (2016). <i>Organizacja procesowa</i>. Polskie Wydawnictwo Ekonomiczne.</p> <p>ISO 45 001 (2018). Occupational health and safety management systems Requirements with guidance for use.</p> <p>Piotrowski, M. (2013). <i>Procesy biznesowe w praktyce. Projektowanie, testowanie i optymalizacja</i>. Helion.</p> <p>Szatkowski, K. (2022). <i>Nowoczesne zarządzanie produkcją: ujęcie procesowe</i>. Wydawnictwo Naukowe PWN</p>	
	Supplementary literature	<p>Basińska, B. A., & Garnik, I. (red.). (2014). <i>Zarządzanie informacyjnym środowiskiem pracy</i>.</p> <p>Karczewski, J., & Szuman, P. (2019) <i>Scilab. Modelowanie i symulacja pracy układów</i>. Wydawnictwo NAKOM</p> <p>Nawrat, R. (2021). <i>Inżynieria doskonałości w procesach biznesowych. Przewodnik po teorii i dobrych praktykach</i>. Elamed. https://open.icm.edu.pl/items/6cc57da1-a60a-40ab-94ce-390a86779e62</p>	
	eResources addresses	<p>Adresy na platformie eNauczanie:</p> <p>Organizacja procesów pracy (NSTAC 2024/2025) - Moodle ID: 44491 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=44491</p>	
Example issues/ example questions/ tasks being completed	Workflow mapping		
Work placement	Not applicable		

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