



## Subject card

Subject name and code	WORK PROCESSES ORGANIZATION, PG_00061454						
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 (on-line)	Mode of delivery			blended-learning		
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 inż. Sławomir Ostrowski					
	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: 24.0							
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	<p>LECTURE</p> <p>Evaluation and analysis in the organization of work processes  Human-centric work systems  Research and improvement of work processes  Standardizing the times of work processes  Evaluation and analysis of workload  Predispositions of operators and performance of work  Enriched work concepts  Organization of shift work  Organization of work loaded with monotony  Valuation and qualification of work processes  Selection and optimization of resources in work systems  Assessment of information links and information security  Shaping the spatial structure of work  Design and standardization of processes in the organization  Standardization of work processes</p> <p>LABORATORY</p> <p>Identification, notation and mapping of processes in VISIO  Modeling the assignment of tasks and roles in processes in ADONIS  Evaluation of the functionality of work systems using the 5M and 5S methods in the EXCEL program  ETA and FTA techniques for examining work processes in the VISIO program  Techniques of mapping work processes in EXCEL  Timing and snapshot observations in EXCEL  Normalization using the MTM normative technique in the STATISTICA program  Analysis and simulation of workload in the ADONIS program  Identification of hazards and assessment of biomechanical loads  Methodology of psychometric normalization  Shift work organization techniques  Methods of evaluating and reducing work monotony  Work requirements and assessment of the operator's predisposition  Methods of job evaluation and qualification  Optimization of the course and resources of work processes in the SOLVER program</p>																	
Prerequisites and co-requisites																		
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="459 913 794 943">Subject passing criteria</th> <th data-bbox="802 913 1137 943">Passing threshold</th> <th data-bbox="1145 913 1481 943">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 954 794 983">Exam</td> <td data-bbox="802 954 1137 983">60.0%</td> <td data-bbox="1145 954 1481 983">20.0%</td> </tr> <tr> <td data-bbox="459 994 794 1023">Tests during the semester</td> <td data-bbox="802 994 1137 1023">60.0%</td> <td data-bbox="1145 994 1481 1023">20.0%</td> </tr> <tr> <td data-bbox="459 1034 794 1064">Lab reports</td> <td data-bbox="802 1034 1137 1064">100.0%</td> <td data-bbox="1145 1034 1481 1064">30.0%</td> </tr> <tr> <td data-bbox="459 1075 794 1104">Essay, presentation</td> <td data-bbox="802 1075 1137 1104">60.0%</td> <td data-bbox="1145 1075 1481 1104">30.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	Exam	60.0%	20.0%	Tests during the semester	60.0%	20.0%	Lab reports	100.0%	30.0%	Essay, presentation	60.0%	30.0%
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Recommended reading	<p>Basic literature</p> <p>Supplementary literature</p> <p>eResources addresses</p>	<p>Gałąj-Emiliańczyk K, 2020 Wdrożenie systemu zarządzania bezpieczeństwem informacji zgodnie z normą ISO/IEC 27001. Wydawnictwo ODDK</p> <p>Gawin B., Marcinkowski B. 2013 Symulacja procesów biznesowych. Standardy BPMS i BPMN w praktyce. Wydawnictwo Helion</p> <p>Grabosz J. 2014 Audyt komunikacji wewnętrznej w przedsiębiorstwie propozycja narzędzia diagnostycznego Wydawnictwo WZiE Politechnika Gdańska</p> <p>Horst W. (red.) 2006 Ergonomia z elementami bezpieczeństwa pracy. Wydawnictwo PP Poznań</p> <p>Piotrowski M. 2016 Procesy biznesowe w praktyce projektowanie, testowanie i optymalizacja, Wydawnictwo Helion</p> <p>Rostek K, (red) M. Wiśniewski M. (red), 2020 Modelowanie i analiza procesów w organizacji Wydawnictwo OWPW</p> <p>Stadnicki J. 2006 Teoria i praktyka rozwiązywania zadań optymalizacji Wydawnictwo W-NT, Warszawa 2006</p> <p>Szatkowski K. 2022 Nowoczesne zarządzanie produkcją - ujęcie procesowe. Wydawnictwo Naukowe PWN</p> <p>Auksztol J. Chomuszek M. 2021 Modelowanie organizacji procesowej. Wydawnictwo PWN</p> <p>Busłowski A. Kulińska E. 2021 Zarządzanie procesem produkcji. Wydawnictwo Difin</p> <p>Grabosz J. 2000 Identyfikacja procesów w przedsiębiorstwie, Wydawnictwo PZ Zielona Góra</p> <p>Karczewski J, Szuman P. 2019 Scilab. Modelowanie i symulacja pracy układów. Wydawnictwo NAKOM</p> <p>Kusztelak P. 2020 Analiza i modelowanie danych finansowych, Wydawnictwo PWE</p> <p>Krupa K. 2017 Modelowanie, symulacja i programowanie. Wydawnictwo PWN</p> <p>Lewis H., Rachel Zas R. 2021 Matematyka dyskretna. Niezbędnik dla informatyków Wydawnictwo PWN</p> <p>ISO 45 001 2018 Occupational health and safety management systems Requirements with guidance for use</p> <p>Adresy na platformie eNauczanie:  Organizacja procesów pracy (NSTAC online 2024/2025) - Moodle ID: 44493  <a href="https://enauczanie.pg.edu.pl/moodle/course/view.php?id=44493">https://enauczanie.pg.edu.pl/moodle/course/view.php?id=44493</a></p>																

Example issues/ example questions/ tasks being completed	Workflow mapping
Work placement	Not applicable

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