



## Subject card

|   |   |  |  |                                     |  |            |     |
|---|---|--|--|-------------------------------------|--|------------|-----|
| Subject name and code                       | WORK PROCESSES ORGANIZATION, PG_00061337  |  |  |                                     |  |            |     |
| Field of study                              | Engineering Management  |  |  |                                     |  |            |     |
| Date of commencement of studies             | October 2024  |  | Academic year of realisation of subject  |                                     | 2025/2026  |            |     |
| Education level                             | first-cycle studies   |  | Subject group  |                                     | Obligatory subject group in the field of study<br>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   |                                     | 5.0  |            |     |
| Learning profile                            | general academic profile  |  | Assessment form  |                                     | exam   |            |     |
| Conducting unit                             | Department Of Management -> Faculty Of Management And Economics -> Wydziały Politechniki Gdańskiej  |  |  |                                     |  |            |     |
| Name and surname of lecturer (lecturers)    | Subject supervisor  |  | dr hab. Beata Basińska   |                                     |  |            |     |
|   | Teachers  |  |  |                                     |  |            |     |
| Lesson types and methods of instruction     | Lesson type   | Lecture  | Tutorial   | Laboratory                          | Project  | Seminar    | SUM |
|   | Number of study hours   | 30.0   | 0.0  | 30.0                                | 0.0  | 0.0        | 60  |
|   | 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   | 60   |  | 7.0                                 |  | 58.0       | 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_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  |            |     |
|   | [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   |            |     |
| Subject contents                            | 1. Human-oriented work systems<br>2. Assessment and analysis in work process organization<br>3. Examination and improvement of work processes<br>4. Operators' predispositions and work performance<br>5. Organization of shift work<br>6. Organization of work affected by monotony<br>7. Concepts of enriched work<br>8. Standardization of work process durations<br>9. Assessment and analysis of human workload<br>10. Selection and optimization of resources in work systems<br>11. Shaping the spatial structure of work<br>12. Evaluation and classification of work processes<br>13. Assessment of information links and information security<br>14. Design and standardization of processes in an organization<br>15. 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). Nowoczesne zarządzanie produkcją: ujęcie procesowe. Wydawnictwo Naukowe PWN</p>   |
|  | Supplementary literature | <p>Basińska, B. A., &amp; Garnik, I. (2014). Zarządzanie informacyjnym środowiskiem pracy.</p> <p>Karczewski, J., &amp; Szuman, P. (2019) Scilab. Modelowanie i symulacja pracy układów. Wydawnictwo NAKOM</p> <p>Nawrat, R. (2021). <i>Inżynieria doskonałości w procesach biznesowych. Przewodnik po teorii i dobrych praktykach</i>. Elamed. <a href="https://open.icm.edu.pl/items/6cc57da1-a60a-40ab-94ce-390a86779e62">https://open.icm.edu.pl/items/6cc57da1-a60a-40ab-94ce-390a86779e62</a></p> |
|  | eResources addresses     | Adresy na platformie eNauczanie:  |
| Example issues/<br>example questions/<br>tasks being completed | Workflow mapping         |   |
| Work placement   | Not applicable           |   |

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