



Subject card

Subject name and code	WORK PROCESSES ORGANIZATION, PG_00061454						
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 Subject group related to scientific research in the field of study		
Mode of study	Part-time studies (on-line)		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	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_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	LECTURE 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 LABORATORY 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		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Exam	60.0%	20.0%
	Essay, presentation	60.0%	30.0%
	Lab reports	100.0%	30.0%
	Tests during the semester	60.0%	20.0%
Recommended reading	Basic literature	Gałąj-Emiliańczyk K, 2020 Wdrożenie systemu zarządzania bezpieczeństwem informacji zgodnie z normą ISO/IEC 27001. Wydawnictwo ODDK Gawin B., Marcinkowski B. 2013 Symulacja procesów biznesowych. Standardy BPMS i BPMN w praktyce. Wydawnictwo Helion Grabosz J. 2014 Audyt komunikacji wewnętrznej w przedsiębiorstwie propozycja narzędzia diagnostycznego Wydawnictwo WZiE Politechnika Gdańska Horst W.(red.) 2006 Ergonomia z elementami bezpieczeństwa pracy. Wydawnictwo PP Poznań Piotrowski M. 2016 Procesy biznesowe w praktyce projektowanie, testowanie i optymalizacja, Wydawnictwo Helion Rostek K, (red) M. Wiśniewski M. (red), 2020 Modelowanie i analiza procesów w organizacji Wydawnictwo OWPW Stadnicki J. 2006 Teoria i praktyka rozwiązywania zadań optymalizacji Wydawnictwo W-NT, Warszawa 2006 Szatkowski K. 2022 Nowoczesne zarządzanie produkcją - ujęcie procesowe. Wydawnictwo Naukowe PWN	
	Supplementary literature	Auksztol J. Chomuszek M. 2021 Modelowanie organizacji procesowej. Wydawnictwo PWN Busłowski A. Kulińska E. 2021 Zarządzanie procesem produkcji. Wydawnictwo Difin Grabosz J. 2000 Identyfikacja procesów w przedsiębiorstwie, Wydawnictwo PZ Zielona Góra Karczewski J, Szuman P. 2019 Scilab. Modelowanie i symulacja pracy układów. Wydawnictwo NAKOM Kusztelak P. 2020 Analiza i modelowanie danych finansowych, Wydawnictwo PWE Krupa K. 2017 Modelowanie, symulacja i programowanie. Wydawnictwo PWN Lewis H., Rachel Zas R. 2021 Matematyka dyskretna. Niezbędnik dla informatyków Wydawnictwo PWN ISO 45 001 2018 Occupational health and safety management systems Requirements with guidance for use	
	eResources addresses	Adresy na platformie eNauczanie:	
Example issues/ example questions/ tasks being completed	Workflow mapping		
Work placement	Not applicable		

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