

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Time Management</b>		Code <b>1010101171011147685</b>
Field of study <b>Civil Engineering First-cycle Studies</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>4 / 7</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time, part-time) <b>full-time</b>	
No. of hours Lecture: <b>30</b> Classes: <b>-</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>2</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b>  dr inż. Rafał Mierzwiak email: rafal.mierzwiak@put.poznan.pl tel. +48691504270 Faculty of Engineering Management 11 Strzelecka Str. 60-965 Poznań, Poland		
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	Basic knowledge concerning humanistic disciplines
2	<b>Skills</b>	Basic skills concerning analysis and searching for information to use in professional practice
3	<b>Social competencies</b>	Considering the meaning of organising self work as a component of successful functioning in work and social environments
<b>Assumptions and objectives of the course:</b> The purpose of the subject is acquiring knowledge and skills by the participants concerning proper organising the tasks in time. In a result, the students will gain an ability to create their own effective system of tasks? organisation in the contexts of professional and extraprofessional work. Classes will be held in the following forms i.e. discussion panels and case studies including elements of a managerial training.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. Has knowledge necessary to understand social, economic, legal and other non-technical conditions of engineering activity and their use in engineering practice - [T2A_W08]		
2. Knows the general rules for creating and developing forms of individual entrepreneurship; uses knowledge from branches of science and scientific disciplines adequately to studied faculties - [T2A_W11: ]		
<b>Skills:</b>		
1. Can do a preliminary economic analysis for undertaken engineering activities - [T2A_U14]		
<b>Social competencies:</b>		
1. Is aware of and understands the importance of non-technical aspects and results of an engineering activity including its influence on environment and the responsibility for undertaken decisions - [T2A_K02 ]		
2. Can cooperate and work in a team adopting various roles - [T2A_K03]		
3. Can think and act in a creative and enterprising way - [T2A_K06]		
<b>Assessment methods of study outcomes</b>		
-Final essay on a given subject		
-Assessment of a student?s participation in classes		

<b>Course description</b>		
?Characteristics of contemporary conditions in time management ?Elements of praxeology in organisation of tasks ?Contemporary concepts in time management ?Time management system GTD ?Time management system based on a concept of 7 habits of a highly effective activity ?Time management system according to Julia Morgenstern ? Creative thinking techniques in time management ? IT support in time management		
<b>Basic bibliography:</b> 1. David Allen: Sztuka efektywności. Skuteczna realizacja zadań. Helion, 2006 2. Covey S.: Siedem nawyków skutecznego działania		
<b>Additional bibliography:</b> 1. Morgenstern J.: Jak być doskonale zorganizowanym 2. David Allen: Gotowi na wszystko. 52 zasady efektywności w pracy i życiu. Onepress, 2008 3. Skrypt z prakseologii: <a href="http://www.broneks.net/wp-content/uploads/2008/12/00_spis_tresci_wstep.pdf">http://www.broneks.net/wp-content/uploads/2008/12/00_spis_tresci_wstep.pdf</a>		
<b>Result of average student's workload</b>		
Activity	Time (working hours)	
<b>Student's workload</b>		
Source of workload	hours	ECTS
Total workload	32	2
Contact hours	24	0
Practical activities	16	0