



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Time management

Course

Field of study

Mechanical and Automotive Engineering

Area of study (specialization)

-

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

1/2

Profile of study

general academic

Course offered in

polish

Requirements

elective

Number of hours

Lecture

9

Laboratory classes

0

Other (e.g. online)

0

Tutorials

0

Projects/seminars

0

Number of credit points

1

Lecturers

Responsible for the course/lecturer:

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Responsible for the course/lecturer:

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Prerequisites

The student has basic knowledge of the humanities. He also has basic skills in analysis and searching for



information for the purposes of professional practice. The student recognizes the importance of organizing own work as a component of effective functioning in professional and social environment.

Course objective

The aim of the course is to acquire knowledge and skills in the field of proper organization of tasks over time. As a result of its implementation, students will acquire the ability to create their own effective and efficient system of organizing tasks in the context of professional and non-professional work.

Course-related learning outcomes

Knowledge

Has elementary knowledge of the life cycle of machinery, recycling of machine elements and construction and consumables.

Has elementary knowledge of law, in particular security, copyright and security law

industrial property and its influence on the development of technology.

Has elementary knowledge of the economics and economics of industrial enterprises, banking system, commercial law, and entrepreneurial accounting.

Skills

Can obtain information from literature, the Internet, databases and other sources. Can integrate the obtained information, interpret and draw conclusions from it, and create and justify opinions.

Can organize and substantively manage the process of designing and operating a simple machine from a group of machines from the group covered by the selected diploma path.

Has the ability to self-educate with the use of modern teaching tools, such as remote lectures, websites and databases, teaching programs, e-books.

Social competences

Is ready to fulfill social obligations and co-organize activities for the benefit of the social environment.

Is willing to think and act in an entrepreneurial manner.

Is ready to fulfill professional roles responsibly, including:

- observing the rules of professional ethics and requiring this from others,
- caring for the achievements and traditions of the profession.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Conditions for passing this course are as follows:

1) preparation of final essay concerning the marketing strategy of the company - 50 points are possible to obtain.



2) test consisting of closed and open questions - 50 points are possible to obtain.

The passing threshold: obtaining at least 50 points including the final essay and the test.

Programme content

The characteristics of modern time management conditions. Elements of praxeology in task organization. Contemporary concepts and methods of time management. Time management system based on the concepts of 7 effective action habits. Methods of planning and scheduling activities. Methodology of network thinking in project planning. Selected problems of forecasting. Goal management. Kaizen philosophy.

Teaching methods

Lecture: informative lecture - multimedia presentation illustrated with examples given on the board.

Bibliography

Basic

1. Seiwert L., Woeltje H.: Efektywne zarządzanie czasem, Microsoft Press, 2012
2. Covey S. R.: 7 nawyków skutecznego działania. Dom Wydawniczy Rebis, 2003
3. Morgenstern J.: Jak być doskonale zorganizowanym. Wydawnictwo Amber, 1999

Additional

1. Tracy B.: Zarządzanie czasem, Warszawa 2009
2. Kotarbiński T.: Traktat o dobrej robocie. Zakład narodowy im. Ossolińskich, 1977.
3. Bieniok H.: Zarządzanie czasem. Poradnik dla mało efektywnych. Warszawa 2010

Breakdown of average student's workload

| | Hours | ECTS |
|--|-------|------|
| Total workload | 25 | 1,0 |
| Classes requiring direct contact with the teacher | 9 | 0,5 |
| Student's own work (literature studies, preparation of final essay, preparation for test) ¹ | 16 | 0,5 |

¹ delete or add other activities as appropriate