COURSE DESCRIPTION CARD - SYLLABUS

Course name
Time and team management [N2Eltech2>POE-ZCiL]

Course

Field of study
Electrical Engineering

Year/Semester
2/3

Area of study (specialization)
Drive Systems in Industry and Electromobility

Profile of study
general academic

Level of study
second-cycle

Course offered in
polish

Form of study
part-time

Requirements
elective

Number of hours

Lecture
20

Laboratory classes
0

Other (e.g. online)
0

Tutorials
0

Projects/seminars
0

Number of credit points

2,00

Coordinators

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Lecturers

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:
1. The student has basic knowledge necessary to understand social, economic, legal and other non-technical conditions of engineering activity, including the principles of sustainable development within

the conducted subject, especially in relation to management sciences.
2. The student has basic knowledge of management, including quality management and conducting business activity in the field of environmental engineering within the conducted subject.
3. The student knows the general principles of creating and developing forms of individual entrepreneurship, using the knowledge of environmental engineering within the conducted subject, especially in relation to time management issues.

Skills:
1. The student is able to obtain information from literature, databases and other appropriately selected sources, also in English or another foreign language considered to be the language of international communication in the field of environmental engineering; he or she can integrate information obtained, interpret it, as well as draw conclusions and formulate and justify opinions.
2. The student is able to interact and work in a group, assuming different roles in it, and is able to determine appropriate priorities for realization of tasks defined by him/her or others; especially in relation to time management issues.
3. The student has the ability to self-study; he/she understands the need for lifelong learning.

Social competences:
1. The student is aware of the responsibility for making decisions concerning the subject matter of the course.
2. The student is prepared to think and act in an entrepreneurial way.
3. The student is aware of the social role of a technical university graduate, is prepared to formulate and convey information and opinions on technical achievements and other aspects of engineering activity in a commonly understood way.
4. The student is aware of the need to maintain ethical standards resulting from the social role of a technical university graduate.

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

Characteristics of modern determinants of time management. Elements of praxeology in the organization of tasks. Contemporary concepts and methods of time management. Methods of planning and scheduling activities. Methodology of network thinking in project planning. Selected problems of forecasting. Management of objectives. 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., & Covey, S. (2020). The 7 habits of highly effective people. Simon & Schuster.
3. Tracy, B. (2014). Time Management (The Brian Tracy Success Library). Amacom.

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
4. M Nowak, M Mierzwiak, (2017). Przesłanki tworzenia prakseologicznej teorii organizacji w nurcie austriackim, Prakseologia w zarządzaniu i dowodzeniu. Ekonomiczność w zarządzaniu 3
5. Nowak, M. (2018). Forecasting in economic sciences in the context of chaos theory. Organizacja i

Zarządzanie: kwartalnik naukowy.
6. Nowak, M.; Ziomek, J.; ,Intuitive and Rational Cognition in the Theory and Practice of Management Sciences, Problemy Zarządzania,,2/2019 (82),142-154,2019

Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,00
Classes requiring direct contact with the teacher	20	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	30	1,00