



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Time management [S2Mech1>ZC]

### Course

Field of study  
Mechatronics

Year/Semester  
2/3

Area of study (specialization)  
Design and Control of Mechatronic Devices

Profile of study  
general academic

Level of study  
second-cycle

Course offered in  
Polish

Form of study  
full-time

Requirements  
elective

### Number of hours

Lecture  
30

Laboratory classes  
0

Other  
0

Tutorials  
0

Projects/seminars  
0

### Number of credit points

2,00

### Coordinators

dr inż. Rafał Mierzwiak  
rafal.mierzwiak@put.poznan.pl

### Lecturers

### Prerequisites

The student has a basic knowledge of humanities subjects. He/she also has basic skills in analysing and searching for information for the purpose of professional practice. The student recognises the importance of organising one's own work as a component of effective functioning in the professional and social environment.

### Course objective

The aim of the course is for participants to acquire knowledge and skills in the proper organising tasks in time. As a result, students will acquire the ability to create their own effective and efficient system of task organisation in the context of professional and non-professional work extra-professional

### Course-related learning outcomes

none

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Moodle test - 50 points  
Credit essay - 50 points

### Programme content

Characteristics of contemporary determinants of time management. Elements of praxeology in the organisation of tasks. Contemporary concepts and methods of time management. Time management system based on the concepts of 7 habits of effective action. Methods of planning and scheduling activities. Methodology of network thinking in project planning. Selected forecasting problems. Goal management. Kaizen philosophy.

### Course topics

none

### Teaching methods

Lecture: informative lecture - multimedia presentation illustrated by examples given on the blackboard.

### Bibliography

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
- Uzupełniająca
1. Tracy B.: Zarządzanie czasem, Warszawa 2009
  2. Kotarbiński T.: Traktat o dobrej robocie. Zakład narodowy im. Ossolińskich, 1977.

### Breakdown of average student's workload

	Hours	ECTS
Total workload	0	0,00
Classes requiring direct contact with the teacher	0	0,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	0	0,00