#### card of course

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| Subject name | Time management |

1. The placement of the subject in the study system

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| --- | --- |
| 1.1. Field of study | Management |
| 1.2. Form and path of study | Full-time/Part-time |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | - |
| 1.6. Subject Coordinator | Mgr Michał Furmanek |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Directional/Practical |
| 2.2. Number of ECTS | 1 |
| 2.3. Language of lectures | English |
| 2.4. Semesters in which the subject is taught | II |
| 2.5.Criteria for selecting course participants | - |

1. Learning outcomes and course delivery
   1. Subject Objectives

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| No. | Subject Objectives |
|
| C1 | Acquiring the ability to apply learned time management methods and techniques. |
| C2 | Acquiring the ability to recognize factors of poor use of time. |
| C3 | Learning how to reduce the factors of poor time use. |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Description of subject  learning outcomes | Reference to  directional effects  learning (symbols) | Method of implementation (mark "X") | | | |
| ST | | NST | |
| Classes at the University | Activities on  the platform | Classes at the University | Activities on  the platform |
| After passing the course, the student knows and understands **the knowledge** | | | | | | |
| W1 | What is time, what are the concepts of time perception and knows the definition of time management | Z1\_W07 | X |  | X |  |
| W2 | Knows and understands time management tools | X |  | X |  |
| W3 | Activities occurring in the circle of time management rules | X |  | X |  |
| After passing the course, the student is **able** to: | | | | | | |
| U1 | Apply the time management methods and techniques learned | Z1\_U05  Z1\_U14 | X |  | X |  |
| U2 | Define the factors of poor time management | X |  | X |  |
| U3 | Identify ways to reduce the factors of bad time use | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** | | | | | | |
| K1 | Choosing the right tools to manage your time | Z1\_K03 | X |  | X |  |
| K2 | Eliminating the causes of poor time management | X |  | X |  |

3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of ………………. | Other | **ECTS points** |
| **ST** |  |  |  | 10 |  |  |  |  |  | 1 |
| **NST** |  |  |  | 10 |  |  |  |  |  | 1 |

3.4. Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: WORKSHOP

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") | | | |
| ST | | NST | |
| **Classes at the University** | **Activities on  the platform** | **Classes at the University** | **Activities on  the platform** |
| 1. | Introduction to Time Management | W1, W2 | X |  | X |  |
| 2. | Time management methods and techniques | W1, W2, U1, K1 | X |  | X |  |
| 3. | Practical application of learned methods, methods, principles and techniques of time management | W1, W2, U1, K1 | X |  | X |  |
| 4. | Causes of poor time management | U2, U3, K2 | X |  | X |  |
| 5. | Time Management Rule Circle | W1, W3, K1 | X |  | X |  |
| 6. | Passing the course, summarizing and discussing the results. |  | X |  | X |  |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

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| --- | --- | --- | --- |
| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE | | | |
| W1-W3 | Conversational lecture | Test – 46% of final grade | Graded Test Sheet |
| SKILLS | | | |
| U1-U3 | Situation simulation, team work, problem solving | Completing two tasks:   1. Time management methods and techniques – 36% of the final grade 2. Reasons for poor time management – 18% of final grade | Student Assessments |
| SOCIAL COMPETENCES | | | |
| K1-K2 | Situation simulation, team work, problem solving | Completing two tasks:   1. Time management methods and techniques – 36% of the final grade 2. Reasons for poor time management – 18% of final grade | Student Assessments |

3.6. Assessment criteria for the achieved learning outcomes

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| --- | --- | --- | --- | --- | --- |
| Learning effect | For a grade of 3 or "pass."  the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| W | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| U | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

**Basic**

1. Elans Joshua, Time Management: 21 time management techniques of every successful person, CreateSpace, Independent Publishing, Columbia, 2016.
2. Clayton M., Zarządzanie czasem : jak efektywnie planować i realizować zadania, Edgard, Warszawa, 2023
3. Patrick F., Skuteczne zarządzanie czasem : jak efektywnie planować i realizować swoje cele, Lingea, Kraków, 2020

**Supplementary**

1. Griffin Ricky W., Fundamentals of management, CENGAGE Learning Boston 2016
2. Zarządzanie czasem / Melissa Raffoni ; tł. Ewelina Krok. Gliwice : Helion, cop. 2007
3. Zarządzanie czasem: poradnik dla mało efektywnych / Henryk Bieniok.Warszawa : Difin, 2010

4. Student workload - ECTS points balance

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| --- | --- | --- |
| **Types of student activity** | **Student Load** | |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **10** | **10** |
| Classes included in the study plan | 10 | 10 |
| **Student's own work** | **15** | **15** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 7 | 7 |
| Preparation for passing classes | 8 | 8 |
| **TOTAL STUDENT HOURLY LOAD** | **25** | **25** |
| **Number of ECTS points** | **1** | **1** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |