



### COURSE SPECIFICATION

Course code	full-time studies	<b>Z-ZB-E-109</b>
	part-time studies	-
Course title in English	<b>Methods and techniques of learning</b>	
Course title in Polish	<b>Metody i techniki uczenia się</b>	
Valid from academic year	<b>2025/2026</b>	

### PLACEMENT IN THE TEACHING PROGRAM

Programme of study	<b>BUSINESS MANAGMENT</b>
Level of education	<b>1<sup>st</sup> degree</b>
Studies profile	<b>academic</b>
Form and mode of study	<b>full-time programme</b>
Scope	<b>all</b>
Academic unit responsible for the course	<b>Department of Management and Organization</b>
Course coordinator	<b>dr Joanna Radowicz</b>
Approved by	<b>dr hab. inż. Dariusz Bojczuk, prof. uczelni</b>

### GENERAL CHARACTERISTIC OF THE COURSE

Teaching block		<b>Subject of general education</b>
Course status		<b>Obligatory</b>
Language of instruction		<b>English</b>
Semester of delivery	full-time studies	<b>Semester I</b>
	part-time-studies	-
Prerequisites		<b>NO</b>
Exam (YES/NO)		<b>NO</b>
ECTS		<b>2</b>

Method of conducting classes		lecture	classes	laboratory	project	other
Number of hours per semester	full-time	<b>10</b>				<b>15</b>
	part-time					



### LEARNING OUTCOMES

Category	Outcome code	Course learning outcomes	Reference to the directional learning effect
Knowledge	W01	The student has knowledge of effective learning techniques and methods. The student is familiar with memory techniques and other methods of working with memory.	ZB1_W11
	W02	The student has knowledge of the human being and his/her motivation to take educational action.	ZB1_W05
Skills	U01	The student is able to plan a process aimed at achieving measurable educational results using the knowledge of effective learning and motivation.	ZB1_U14
	U02	The student uses selected memory techniques.	ZB1_U14
	U03	The student is able to apply methods of dealing with limiting beliefs and failures.	ZB1_U14
Social competences	K01	The student is able to work and communicate in a group, participating in a group learning process.	ZB1_K03
	K02	The student is able to think creatively and to contribute to creative group projects.	ZB1_K03
	K03	The student understands the usefulness of knowledge of learning and its application in personal and professional life.	ZB1_K02

### COURSE CONTENT

Method of conducting classes	Course content
lecture	<ol style="list-style-type: none"> <li>1 The ability to learn and unlearn among the key competencies of the 21st century - an overview of the main learning theories and their application to business and personal life.</li> <li>2. Basic principles of effective learning in the context of the latest findings of neuropsychology.</li> <li>3. Motivation in the learning process.</li> <li>4. Boosting self-confidence and dealing with fears and beliefs that undermine learning outcomes.</li> <li>5. Methods and techniques of organising time and space.</li> </ol>
other	<ol style="list-style-type: none"> <li>1. Mind maps - note-taking, self-study, conceptual work, organising data, repetition, making presentations.</li> <li>2. Basic principles of memory work and personal bookmarks.</li> <li>3. How to remember specialised vocabulary and foreign words - the Substitute Word Technique.</li> <li>4. The Chain of Associations Method - memory and creativity.</li> <li>5. Number Bookmarks - memorising dates, ranked lists of terms.</li> <li>6. Major Memory System and Phonetic Digital Alphabet - memorising long numbers, river lengths, elevation.</li> <li>7. Other techniques to improve memory - acronyms and acrostics - to help memorise the sequence of procedures and concepts and short names and symbols.</li> <li>8. Success and failure in the process of learning</li> </ol>



### METHODS FOR VERIFYING LEARNING OUTCOMES

Outcome code	Learning outcomes verification methods					
	Oral examination	Written examination	Test	Project	Report	Other
W01						X
W02						X
U01						X
U02						X
U03						X
K01						X
K02						X
K03						X

### FORM AND CONDITIONS OF ASSESSMENT

Form of classes	Assessment type	Assessment Criteria
lecture	Credit with grade	Student attendance in class - minimum 50%. Student observation during classes, discussions
other	Credit with grade	Student attendance in class - minimum 50%. Student observation during classes, discussions during classes, tasks carried out during classes, controlled by the teacher

### STUDENT WORKLOAD

ECTS Balance							
No.	Activity type	Student workload					Unit
		full-time					
1.	Scheduled contact hours	W	C	L	P	S	h
		10	15				
2.	Other (consultations, exams)	2	2				h
3.	Total number of contact hours	29					h
4.	Number of ECTS credits for contact hours	1,2					ECTS
5.	Number of hours of independent student work	21					h
6.	Number of ECTS points that a student obtains through independent work	0,8					ECTS
7.	Workload related to practical classes	30					h
8.	Number of ECTS credit points which a student receives for practical classes	1,2					ECTS
9.	Total number of hours of a student's work	50					
10.	ECTS credits for the course <i>1 1 ECTS credit =25 student learning hours</i>	2					ECTS

W - LECTURE C - CLASSES L - LABORATORY P- PROJECT S - SEMINAR



### READING LIST

1. Gluck M. A., (2016) *Learning and Memory*, Worth publishers.
2. Lorayne H., Lucas J. (2017) *The Memory Book: The Classic Guide to Improving Your Memory at Work, at School, and at Play*, Duckworth Books
3. Covey, Stephen R. *The 7 habits of highly effective people*. Simon & Schuster, 2020.
4. Buzan, Tony, and Barry Buzan. *The mind map book*. Pearson Education, 2006.