



MASTER COURSE OUTLINE

A. SMGT 1260 Time Management

B. COURSE DESCRIPTION:

This course focuses on time management principles and how to apply them to daily life. Students will think, plan, prioritize, concentrate energies, achieve goals, and bring work and personal life into balance and harmony. Identifying personal time wasters and developing their own time management plan are included.

(1 Cr – 1 lect, 0 lab)

C. *Core Theme: Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ☒ ILO 1: critical thinking (*Core Theme Goal 2*)
- ☐ ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ☐ ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ☐ ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Time management principles
- Thinking, planning, prioritizing, and concentrating energy
- Time management plan

F. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
* <u>Critical Thinking</u>	Students will be able to imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives which can give alternative meanings or solutions to given situations or problems.	The student will successfully 1. identify benefits of time management.
<u>CS</u>	assess time usage styles.	1. conduct self-assessment of time management behaviors.

<u>CS</u>	understand methods to better manage time.	1. identify and apply comparison tests to determine time type.
<u>CS</u>	utilize time management tools such as time budgeting and charting types of activities.	1. create a time management plan to meet personal and professional demands using time budgeting and charting tools.
<u>CS</u>	understand organizational skills.	1. demonstrate the use of time logs and file management.
<u>CS</u>	understand the use of delegation and leveraging abilities.	1. identify and demonstrate delegation opportunities.

G. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact Accessibility Services at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

H. COURSE CODING INFORMATION:

Course Code A/Class Maximum 48; Letter Grade

Revision date: 04/20/11; 09/01/16; 04/02/26

AASC Approval date: 09/20/16; 05/12/26

*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

**These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland's MnTC courses also shall meet outcomes from a Discipline Area.

NOTE: The Minnesota Transfer Curriculum "10 Goal Areas of Emphasis" are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

*Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7A, 7B, 7A/B
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

**Riverland Community College Discipline Areas	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

Riverland