



MASTER COURSE OUTLINE

A. SMGT 1060 Strategies for Personal Effectiveness

B. COURSE DESCRIPTION:

This course focuses on personal excellence through positive attitudes and self empowerment. This course offers techniques and strategies to stay positive and focused in a busy, pressure-filled world. Through a process of personal exploration and growth, students discover insights about behavior and thought processes. Self-improvement strategies offer students an opportunity to gain new perspectives on their personal life and career.

(1 Cr – 1 lect, 0 lab)

C. **Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

- Personal exploration and growth
- Self-improvement strategies

E. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

GOAL	OBJECTIVES	OUTCOMES
	Students will be able to	The student will successfully
** <u>Critical Thinking</u>	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.	1. examine the habits and skills of effective and inspirational leaders.
<u>CS</u>	understand skills needed to achieve personal and professional goals and enhance self-leadership.	1. conduct self-assessment to create a framework of personal motivators.
<u>CS</u>	understand the value of positive personal and physical changes and assertiveness.	1. interpret physical behaviors and practice appropriate verbal and body language techniques. 2. identify and track a personal and a physical change initiative.
<u>CS</u>	understand strategies for counteracting negativity and doubt.	1. outline the steps to transforming a negative to a positive attitude.
<u>CS</u>	understand the difference between external and natural rewards and the importance for success.	1. differentiate between external and natural rewards. 2. explain the importance of rewards in achieving success.

F. 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 the instructor or the Student Success Center 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.

G. COURSE CODING INFORMATION:

Course Code A/Class Maximum 48; Letter Grade

Revision date: 04/20/11; 9/1/16

AASC Approval date: 9/20/16

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

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

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.