



MASTER COURSE OUTLINE

A. SMGT 1260 Time Management

B. COURSE DESCRIPTION:

This course focuses on identifying time management principles. Students think, plan, prioritize, concentrate energies, achieve goals, and bring work and personal life into balance and harmony. Identifying personal time wasters and developing your own time management plan are included.

(1 Cr – 1 lect, 0 lab)

C. **Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

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

E. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> 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. 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. 2. create time management plan to meet personal and professional demands.
<u>CS</u>	utilize time management tools such as time budgeting and charting types of activities.	1. create 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 organizing time logs and file management.
<u>CS</u>	understand the use of delegation and leveraging abilities.	1. identify and demonstrate the use of delegation opportunities.

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.