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Semester effective:

Management (MGMT) 1525 Time Management (0.5 Unit) CSU
[formerly Management 15]

Advisory: Eligibility for English 1500 strongly recommended

Hours and Units Calculation:

8 hours lecture. 16 Outside of Class hours. (24 Total Student Learning Hours) .5 Units

Catalog Description: This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered.

Type of Class/Course: Degree Credit

Text:

Haynes, M.E. *Time Management: Get an Extra Day a Week*. 4th ed. Boston, Logical Operations, Axzo Press. 1999.

Course Objectives:

By the end of the course, a student will be able to:

1. assess the value of good time management skills,
2. prepare and analyze a self-diagnosis to determine where his/her time goes,
3. distinguish between common time wasters and be able to eliminate them,
4. understand the importance of setting priorities,
5. explain the principles of effective delegation,
6. prepare “smart” goals,
7. understand the philosophy of putting first things first,
8. demonstrate various techniques for managing the work space,
9. analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions, and
10. utilize problem solving techniques in dealing with supervisory situations.

Course Scope and Content:

Unit I Exploring Basic Concepts and the Workplace

- A. Assess the value of good time management skills
- B. Understand the importance of setting priorities
- C. Demonstrate various techniques for managing the work space

- D. Utilize problem solving techniques in dealing with supervisory situations

Unit II Using and Analyzing Logs

- A. Prepare and analyze a self-diagnosis to determine where his/her time goes
- B. Identify opportunities for better time utilization

Unit III Using Delegation

- A. Explain the principles of effective delegation
- B. Identify work that should be delegated
- C. Understand the process of delegating and how to carry it out successfully

Unit IV Comparing Planning Processes

- A. Prepare “smart” goals
- B. Present several techniques, or planning aids, to help in the planning process
- C. Evaluate the potential application of improved planning to a personal area of responsibility

Unit V Developing Time Management Strategies

- A. Identify and eliminate time wasters
- B. Assess personal needs and redirect them efficiently for time allotted
- C. Comparing philosophies and strategies for effective time management
- D. Demonstrate the personal value of time management

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 16 hours per week outside regular class time doing the following:

1. Studying class notes
2. Answering questions
3. Completing required reading
4. Performing problem solving activities or exercises
5. Doing written work
6. Participating in group projects

Methods of Instruction:

1. Lectures
2. Demonstrations
3. Multimedia presentations
4. Group explorations
5. Case studies and scenarios

Methods of Evaluation:

1. Writing assignments, including:
 - a. group reports

- b. topic paper written under American Psychological Association (APA) style guide
 - c. case studies
 - d. scenarios
 - e. simulations

- 2. Problem-solving demonstrations, including:
 - a. exams
 - b. homework problems
 - c. case study recommendations and solutions

- 3. Other examinations using combinations of:
 - a. multiple choice questions
 - b. matching items
 - c. true/false questions
 - d. short answer questions
 - e. fill in the blank responses

- 4. Participation including:
 - a. role-playing and group activities
 - b. oral presentations and demonstrations
 - c. discussion responses
 - d. scenario reflections

- 5. Project including:
 - a. multimedia presentations
 - b. business scenario responses
 - c. action plans
 - d. formal written reports
 - e. portfolios
 - f. community service projects
 - g. building new case studies

Supplemental Data:

TOP Code:	050630: Management Development and Sup
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable

Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Management