COMMON COURSE OUTLINE: Course discipline/number/title: OSP 1020: Personal Responsibility and Time Management

A. CATALOG DESCRIPTION
   1. Credits: 1
   2. Hours/Week: 1
   3. Prerequisites (Course discipline/number): Acceptance into the Occupational Skills Program
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

   This course covers skills that students will utilize throughout their course of study. Topics include time management and organizational skills.

B. DATE LAST REVISED (Month, year): October, 2005

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Develop basic time management skills
   2. Develop organizational skills
   3. Learn to prioritize tasks
   4. Develop and apply basic study skills

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Demonstrate proficiency in their ability to manage their daily schedule.
   2. Complete course work in a timely manner.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Objective examination
   2. Class participation
   3. Quizzes
   4. Role playing
   5. Videos
   6. Classroom demonstrations

G. SPECIAL INFORMATION (if any): None