COMMON COURSE OUTLINE: Course discipline/number/title: SMGT 1260: Time Management

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

This course will enable students to develop skills and strategies that will allow them to more effectively manage priorities and make use of time. Students will learn to set goals, develop daily and weekly action plans, handle interruptions, delegate, and determine the relative effectiveness of traditional time management tools. This course teaches skills that are necessary for supervisors to effectively achieve objectives. Recommended entry skills/knowledge: Reading and writing at the college level is encouraged.

B. DATE LAST REVISED (Month, year): November, 2001

C. OUTLINE OF MAJOR CONTENT AREAS:

This course will focus on changing attitudes, current philosophy, and strategies based on importance and urgency to achieve maximum effectiveness at work. Students will conduct a time audit and develop an individual time management action plan as one of the required course objectives.

1. Time/self management plans
2. Delegation
3. Productivity Pyramid
4. Communication processes
5. Productivity measurement
6. Short Term, intermediate and Long Term goals
7. Procrastination and interruptions
8. Importance of planning
9. Management of objective concept
10. Continuous improvement techniques
11. Controlling and monitoring processes

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Identify the importance of time management, the role of delegation and measures of productivity as they relate to supervision.
2. Explain the importance of prioritizing, goal setting and planning both personally and for the organization.
3. Evaluate priorities based on importance of urgency.
4. Identify how to control procrastination and interruptions by developing a time management plan.
5. Describe how to control and monitor process and continuous improvement techniques.
6. Create an individual time management action plan.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Tests
2. Oral Presentations
3. Group Activities
4. Individual projects
5. Application papers

G. SPECIAL INFORMATION (if any): None