

**CNIS 92 Course Outline as of Fall 2009****CATALOG INFORMATION**

Dept and Nbr: CNIS 92 Title: LIFE MANAGEMENT

Full Title: Life Management

Last Reviewed: 3/2/2009

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

This course equips students to appraise and determine strategies for effective life management, including time management, goal setting, decision making, organizing life at home/work, stress management, money management, and interpersonal skills for career/personal relationships.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: This course equips students to appraise and determine strategies for effective life management, including time management, goal setting, decision making, organizing life at home/work, stress management, money management, and interpersonal skills for career/personal relationships. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
	E	Fall 1989	Spring 2016
		Lifelong Learning and Self Development	

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Spring 1989	Inactive: Spring 2016

<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Major Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Upon completion of this course, the student will be able to:

1. Discuss how the principles of life management are essential to choices related to contemporary living.
2. Articulate an understanding of the effect of individual decision upon the social and physical environment.
3. Evaluate the cultural forces and changes that impact daily life and determine the appropriateness of personal values, standards, and goals for a given situation.
4. Clarify personal values, standards and goals and integrate them into decision-making processes.
5. Organize work and personal schedules with daily decision making for effective use of resources (time, money, energy, people).
6. Formulate processes for effective decision making.
7. Evaluate personal skills appropriate for achieving stated goals.
8. Manage multiple aspects of daily life to maximize potential for growth and development in the workplace and in personal life.
9. Operate effectively in multiple roles, including worker, spouse, parent, child, community member and friend.
10. Identify and evaluate responsibilities in personal and professional capacities and implement strategies for reducing stress.
11. Identify and analyze conflict management techniques.
12. Recognize effective communication and listening techniques.

**Topics and Scope:**

- I. Introduction to Life Management
  - A. Principles of life management

B. Choices related to contemporary living

C. Cultural forces and changes

1. Changing nature of society
2. Changing family structures
3. Increased life span
4. Economic pressures
5. Technological advances
6. Environmental quality
7. Impact on decision making
8. Effects of individual decisions in contemporary context
9. Critical role of self-management

II. Time Management

A. Key thinkers and concepts in time management

B. Time management strategies

C. Time management techniques

D. Personal planning/organizing systems

III. Resource Management

A. People/relationships

B. Money

C. Time

D. Health

E. Talents

F. Energy

G. Environmental resources

IV. Goal Setting

A. Identifying goals

1. Short term
2. Long term
3. Motivation and procrastination

B. Values clarification

1. Personal
2. Professional
3. Family
4. Other

C. Personal goals

1. Multiple roles
2. Impact of cultural forces
3. Evaluating appropriateness
4. Role models

D. Career goals

1. Career choices/options
2. Labor market (jobs)
3. Employability
4. Growth potential
  - a. Communication/language skills
  - b. Skills training
  - c. Educational requirements

E. Family goals

1. Multiple roles
2. Cultural/economic forces
3. Prioritizing goals

F. Achieving goals

## V. Decision Making

- A. Types of decisions
- B. Steps in a decision making process
- C. Obstacles to decision-making

## VI. Stress Management

- A. Causes of stress
  - 1. "Superhuman"
  - 2. "Over committed"
  - 3. Outside influences
- B. Techniques to relieve stress
- C. Managing change

## VII. Effective Communication

- A. Types of communication
  - 1. Parent/child
  - 2. Husband/wife
  - 3. Employer/employee
  - 4. Friends/social relations
- B. Techniques to improve communication/listening skills
  - 1. Active listening
  - 2. Focused attention
  - 3. Eye contact
  - 4. Accepting opposing views
  - 5. Repeating what you've heard
- C. Conflict resolution/negotiation
  - 1. Skill pre-assessment
  - 2. Managing interpersonal conflict
  - 3. Strategies for handling conflict
  - 4. Negotiating

## VIII. Money Management

- 1. Wise spending/budgets
- 2. Credit
- 3. Asset management

## IX. Energy management

- A. Strategies
  - 1. Adequate sleep/rest
  - 2. Proper diet
  - 3. Healthy body
  - 4. Good exercise
- B. Activities
  - 1. Routine activities
  - 2. Occasional activities
- C. Balancing work schedule/recreation schedule

### **Assignment:**

#### Representative assignments:

1. Research report (3-5 pages) and oral report (5-10 minutes) on a related topic of choice.
2. Graphic representation of areas of life or personal expertise including 6 areas which represent expertise, values, significant possessions, greatest achievement/failure, dream undertaking, adjectives describing self, etc.
3. Personal time plan: maintain a 3-day time schedule and analysis; using this information, set up and maintain a personal daily/weekly planning system.

4. Organization project: organize one area of life; write 1-2 pages about process and results (graded 50/50 as skills demonstration and writing assignment).
5. Goal setting; write 1-3 pages defining short-term and long-term personal goals.
6. Decision-making: use the decision making process to approach a decision; write a 2-page paper on process and results.
7. Role play: listening, communication, and conflict management skills.
8. Notebook: compile and organize all class assignments.
9. Reading: 10-25 pages per week.
10. Quizzes (4-6); Final exam.

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Reports/papers	Writing 20 - 30%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Graphic; time plan and planning system.	Problem solving 20 - 25%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Role playing.	Skill Demonstrations 10 - 20%
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**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, true/false, matching items	Exams 20 - 30%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation; notebook; oral presentation.	Other Category 10 - 20%
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### Representative Textbooks and Materials:

Resources for Time Management. Jay, Ros. Capstone Publishing Ltd., 2002.

Life Management Skills: Taking Charge of Your Future. Thompson Delmar Learning, 1998 [Classic].

Life Strategies: Doing what Works/Doing what Matters. McGraw, Phillip C. Simon & Schuster Sound Ideas, 2000.

Time Management for Unmanageable People. McGee-Copper, Ann. Bantam Dell Pub Group, 1994 [Classic].