

BOT 154.4 Course Outline as of Fall 2014**CATALOG INFORMATION**

Dept and Nbr: BOT 154.4 Title: TIME MNGMT SKILLS

Full Title: Time Management Skills

Last Reviewed: 3/3/2008

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	0.50	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	0.50		Contact Total	8.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50

Total Student Learning Hours: 26.25

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: BOT 87.28

Catalog Description:

Acquire skills in dealing effectively with time management principles and techniques, electronic innovations, productivity at the workstation, and travel tips. Each student will complete an action plan.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Acquire skills in dealing effectively with time management principles and techniques, electronic innovations, productivity at the workstation, and travel tips. Each student will complete an action plan. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

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

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Recognize and apply the basics of time management principles.
2. Apply the benefits of better time utilization techniques.
3. Analyze long-term and short-term planning aids.
4. Recognize and apply reasons for poor time management and plan improved processes.
5. Apply use of time-saving electronic innovations and compare true cost of savings in materials, time, speed, and efficiency.

Topics and Scope:

1. Time Management Principles
 - a. The basics of time management
 - b. What controls your time
 - c. Three tests of time
2. Time Management Techniques
 - a. Planning
 - b. Long-term planning aids
 - c. Short-term planning aids
 - d. Common time wasters
 - e. Six tips for effective time management
3. Time Saving Electronic Innovations
 - a. Telephone enhancements
 - b. Meeting alternatives
 - c. Computer enhancements
4. Timesaving Tips for Travelers
 - a. Saving time at your hotel
 - b. Waiting and in-flight time usage
 - c. Is the trip necessary
 - d. The best mode of travel

5. Action Planning
 - a. Applying what you've learned
 - b. Keeping a daily time log
 - c. Time analyzer
 - d. Planning for improved time utilization
 - e. Progress survey

Assignment:

Review case studies; analyze and submit solutions.
 Written reports on application of time management principles.
 Quizzes on course information.

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.

Written homework	Writing 10 - 45%
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Case studies, discussion topics, self-evaluation	Problem solving 20 - 40%
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%
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Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items	Exams 15 - 30%
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Other: Includes any assessment tools that do not logically fit into the above categories.

Class participation.	Other Category 15 - 30%
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Representative Textbooks and Materials:

Personal Time Management, Crisp Publication, 2000 (classic)