

**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	8.00	4	Lecture Scheduled	32.00
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	32.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 64.00

Total Student Learning Hours: 96.00

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 traveler 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 traveler 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:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

The students will:

1. Identify 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. Identify 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.

**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%

**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%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items

Exams  
15 - 30%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Class participation.

Other Category  
15 - 30%

**Representative Textbooks and Materials:**

Personal Time Management, Crisp Publication, 2000