

CATALOG INFORMATION

Dept and Nbr: BOT 59.2B Title: MANAGING TIME/MATERIALS
Full Title: Managing Time and Materials
Last Reviewed: 2/28/2011

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	2.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	2.00	Lab Scheduled	0	17	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	35.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 105.00

Title 5 Category: AA Degree Applicable
Grading: Grade Only
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:

Catalog Description:
Organization and storage of a variety of materials for quick retrieval including electronic documents and effective management of time to ensure high productivity.

Prerequisites/Corequisites:
Course Completion or Current Enrollment in BOT 59.2A

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Schedule of Classes Information:
Description: Organization and storage of a variety of materials for quick retrieval including electronic documents and effective management of time to ensure high productivity. (Grade Only)
Prerequisites/Corequisites: Course Completion or Current Enrollment in BOT 59.2A
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:

AS Degree:	Area			Effective:	Inactive:
CSU GE:	Transfer Area			Effective:	Inactive:
IGETC:	Transfer Area			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1981	Inactive:	Fall 2014
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

The student will:

1. Research and develop a current business supplies vendors' list from local and national resources.
2. Procure a number of business supply catalogs to preview for preparing various reference lists including one for common business supplies and one for storage of odd-sized materials.
3. Create a business supplies inventory system for a home office.
4. Apply organizational skills to meet individual needs in current work situations and/or home offices by creating and completing individualized projects.
5. Complete a records management simulation.
6. List the basic principles of time management.
7. Clarify and establish priorities by applying the basic rule of doing first things first.
8. Plan for results by designing a structure in which all current and future projects can be outlined in order to meet deadlines, produce quality projects, and invest minimal time for completion of such projects.
9. Develop effective scheduling techniques to complete large projects in limited time segments while continuing to accomplish routine daily tasks.
10. Develop new habits to effectively overcome procrastination habits including moving past indecision.
11. Effectively handle interruptions from telephone calls, people, and unexpected events.
12. Demonstrate effective use of meeting time through careful planning of agenda, adhering to written agenda during meeting, and follow up of meeting including producing professional minutes.
13. Constructively negotiate a team-based time usage policy which may also be modified and applied to subordinates as well as superiors.

14. Identify and apply the six steps to successful delegation and recognize the six levels of authority and their role in delegation.
15. Identify time wasters as applied to the handling of paperwork and electronic messages and prepare an individual plan for elimination of these time wasters.
16. Construct a set of personal goals including those involving your family, your health, your enrichment, etc. and write specific objectives to achieve in order to be successful in meeting these life balancing goals.
17. Graphically illustrate current use of your time and ideal use of your time.
18. Update portfolio.

Topics and Scope:

I. Office Supplies

- A. Inventory control form
 1. Develop
 2. Use
- B. Vendors
 1. Local
 - a. catalogs
 - b. method of ordering
- C. Ordering
 1. Comparative shopping
 - a. packaging
 - b. shipping costs
 - c. delivery time
 2. Unique items for specialized uses

II. ARMA Filing Rules

- A. Alphabetic
- B. Numeric
- C. Geographic
- D. Subject

III. Storing items

- A. Determining needs
- B. Considering space requirements
- C. Selecting appropriate method/container

IV. Managing Time

- A. Saving, spending, investing minutes
- B. Clarifying priorities
- C. Planning for results
- D. Scheduling for accomplishment
- E. Overcoming procrastination
- F. Handling interruptions
- G. Conducting effective meetings
- H. Working with others
- I. Delegating effectively
- J. Handling paperwork
- K. Setting and achieving personal goals
- L. Establishing professional goals

V. Update Portfolio

- A. Review current contents
- B. Update documentation
- C. Add additional materials

Assignment:

1. Read texts and complete applicable exercises.
2. Obtain resources from a variety of local and national vendors.
3. Complete activities/projects using vendor information including creating a resource listing, developing a home office inventory system, preparing a comparative shopping report, etc.
4. Apply ARMA filing rules while completing a records management simulation project.
5. Develop paper and electronic systems for effectively managing time through calendaring, allocating minutes, determining priority of tasks/activities, handling paperwork including incoming mail and electronic messages, etc.
6. Establish an achievable set of both personal and professional goals with a timeline table for each.
7. Maximize team's effectiveness by conducting efficient meetings, handling interruptions, and delegating workload.
8. Review and update the professional portfolio.

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
20 - 30%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Creating individualized projects.

Problem solving
20 - 50%

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

Class performances, Performance exams

Skill Demonstrations
20 - 40%

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

Multiple choice, True/false, Matching items

Exams
10 - 20%

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

Representative Textbooks and Materials:

Professional Records and Information Management, Second Edition,
Glenco/McGraw-Hill, 2002.

Self-management and Goal Setting, South-Western Educational Publishing,
2000.

Using Resources, South-Western Educational Publishing, 2000.

Project Management, Marion Haynes, Revised edition, Crisp Publishing,
1996.

Personal Time Management, Marion Haynes, Revised edition, Crisp
Publications, 2000.