

## Collin College - Continuing Education COURSE SYLLABUS

<b>COURSE INFORMATION</b>
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**Course Number:** BMGT 7100

**Course Title:** Time Management

**Course Description:** Time management is really a misnomer because we can't really manage time. We can only manage ourselves with respect to time. Therefore, this course will cover the things that keep people from getting the results they desire, provide a repeatable problem solving process, describe ways to change poor habits, and build action plans to eliminate time wasters

**Suggested Course Prerequisite(s):** None

**Course Resources:** Handouts

**Student Learning Outcomes:** The objective of this course is to increase your productivity the equivalent of two hours per day. This will be accomplished by developing an awareness of what time management is and how it relates to your job. Participants will identify personal problem areas and discuss strategies for dealing with organizational problems. Additionally, it will be important for each participant to develop a workable action plan to put these tactics into practice on the job. Finally, we will discuss a follow-up program to ensure continued effectiveness.

**Certification Notes:** This is a certificate series.

**Next course recommendation:** N/A

**Refund Policy:** Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Lesson Plan – by week or session:**

**Session 1:** Program overview, “Bandits of Time,” the laws for improving personal effectiveness

**Session 2:** The law of bitter fruit (problem analysis and solution brainstorming)

**Session 3:** Enforcing “The Laws,” Implementing “The Laws,” putting the bandits away for life.

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.