



**COURSE OUTLINE**  
**Palo Verde College**  
 One College Drive, Blythe, CA 92225  
 (760) 921-5500

Course Control Number: CCC000423040

Latest Revision: 12/8/09

Board Approval: 1/26/10

**1. Course Information. Course Initiator: Doretha Jones**

Subject Area and Course Number: <b>ABE 013</b>		Course Title: <b>Time Management®</b>			
New Course <input type="checkbox"/> Revised <input type="checkbox"/> Updated <input checked="" type="checkbox"/>		Static ID <b>C01303</b>	<b>TOP Code 050600</b>	Credit Status Request <b>N=Noncredit</b>	
Classification Code <b>L=Not Applicable</b>		SAM Code <b>C=Clearly occupational</b>			
Noncredit category <b>I=Short-term vocational</b>		Meets a unique need: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Demand/Enrollment Potential: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Transfer request <b>C=Non-transferable</b>		Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			
Basic Skills <b>N=Not a Basic Skills Course</b>		Funding Agency <b>Y=Not Applicable</b>		Course Program Status <b>2=Stand-alone</b>	
Co-Op Status <b>N=Not Part of a Co-Op Program</b>		Special Class Status <b>N=Course is Not a Special Class</b>			

- Some or all aspects of this course may be delivered in a Distance Education mode: Yes  No   
If checked yes, all questions pertaining to Distance Education must be answered.
- This course has laboratory or clinic/field hours: Yes  No   
If checked yes, this outline must include a list of laboratory or clinic/field activities or topics.
- This course has prerequisites, co-requisites, or advisories: Yes  No   
If checked yes, please complete a [Prerequisite Justification Form](#).
- Curriculum Committee Approval Date: 12/17/09
- After Curriculum Committee approval, the following is to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS					
		Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved
Approval Pending	UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

**CATALOG DESCRIPTION:**

This course is designed to introduce the students to basic time management principles and specific tools that will assist in utilizing maximum use of time.

**UNITS:**

**FACE TO FACE:**            **Hours Per Week: Lecture:** 8   **Laboratory:**            **Clinic/Field:**            **DISTANCE EDUCATION:**  
**DISTANT EDUCATION:**

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**ENTRY LEVEL SKILLS, PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:**

None

**OBJECTIVES and LEARNING OUTCOMES:**

**Upon successful completion of the course the student will be able to:**

1. Assess the value of good time management skills.
  2. Prepare and analyze a self-diagnosis to determine where his/her time goes.
  3. Distinguish between common true wasters and be able to eliminate them.
  4. Understand the importance of setting priorities.
  5. Explain the principles of effective delegation.
  6. Understand the philosophy of putting first things first.
  7. Familiar with various techniques for managing the work space.
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**COURSE OUTLINE AND SCOPE:**

**1. Outline of Topics or Content:**

1. Benefits of good time management
2. Workplace time wasters and what to do about them
3. Self-generated time wasters and what to do about them
4. Time management tips and techniques
5. Prioritization
6. Delegation
7. Goal setting
8. Putting First Things First

**2. If a course contains laboratory or clinic/field hours, list activities or topics:**

**3. Examples of Reading Assignments:**

1. Textbook
2. Current articles in newspapers, magazines, and business periodicals
3. Materials handed out in class

**4. Examples of Writing Assignments:**

Written case analysis

**5. Appropriate Assignments to be completed outside of class:**

1. Analyze case problems
2. Obtain articles from outside publications

**6. Appropriate Assignments that demonstrate critical thinking:**

1. Analyze case problems

- 2. Obtain articles from outside publications

**7. Other Assignments:**

**8. Indicate any assignments that are unique to the Distance Education mode of delivery:**

**METHOD OF EVALUATION—FACE TO FACE:**

- 1. Oral and/or written case analysis
- 2. Oral and/or written action plans
- 3. Class participation

**METHOD OF EVALUATION—DISTANCE EDUCATION:**

**METHOD OF INSTRUCTION—FACE TO FACE:**

- 1. Lecture
- 2. Individual and group problem solving
- 3. Case analysis
- 4. Class discussion and participation
- 5. Role playing and classroom simulations

**METHOD OF INSTRUCTION—DISTANCE EDUCATION:**

**REPRESENTATIVE TEXTBOOKS, AND OTHER READING AND STUDY MATERIALS:**

**This section shall include author(s), title, and current publication date of all representative materials.**

Haynes, Personal Time Management, Crisp Publishing Company  
Handouts distributed by instructor

**SIGNATURES:**

**COURSE INITIATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LIBRARY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHAIR OF CURRICULUM COMMITTEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERINTENDENT/PRESIDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_