

WORKNC-620G: TIME MANAGEMENT IN THE WORKPLACE

Time Management & Problem Solving Certificate

Course

- WORKNC-620G: Time Management in the Workplace
- WORKNC-620I: Problem Solving in the Workplace

Effective Term

Fall 2023

CC Approval

3/17/2023

AS Approval

4/11/2023

BOT Approval

4/20/2023

COCI Approval

5/16/2023

SECTION A - Course Data Elements

Send Workflow to Initiator

No

CB04 Credit Status

Noncredit

CB22 Noncredit Category

Workforce Preparation

Discipline

Minimum Qualifications

And/Or

Vocational (short-term): Noncredit (Specific Degree and Professional Experience)

Subject Code

WORKNC - Work Experience Noncredit

Course Number

620G

Department

Work Skills Noncredit (WORKNC)

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Time Management in the Workplace

Short Title

Workplace Time Management

CB03 TOP Code

0506.00 - *Business Management

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

C - Clearly Occupational

Rationale

Industry Request- In line with Foundation for Community Colleges New World of Work.

SECTION B - Course Description**Catalog Course Description**

This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Emphasis will be placed on how to prioritize, identifying time wasters, and goal setting.

SECTION C - Conditions on Enrollment**Open Entry/Open Exit**

No

Repeatability

Unlimited - Noncredit OR Work Experience Education

Grading Options

Pass/No Pass Only

Allow Audit

No

Requisites**SECTION D - Course Standards****Is this course variable hour?**

No

Total Instructional Hours

9

Distance Education Approval**Is this course offered through Distance Education?**

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent

SECTION E - Course Content**Student Learning Outcomes**

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

1. Identify time management techniques.

Course Objectives

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

1. Analyze case problems to determine facts, identify facts, identify reasons, and apply the concepts learned in making decisions.
2. Utilize problem solving techniques in dealing with customer service situations.

Course Content

1. Benefits of Good Time Management
 - a. What happens in your workplace when you don't practice good time management?
 - b. Experiential learning activity: Identify time management techniques.

2. Where does your time go?
 - a. Self diagnosis
 - b. Determine how time is spent based on a self-diagnosis.
3. Workplace Time Wasters and What to Do About Them
 - a. Visitors
 - b. Telephone calls
 - c. Email
 - d. Social Media
 - e. Describe how to eliminate common time wasters.
4. Self Generated Time Wasters and What to Do About Them
 - a. Disorganization
 - b. Procrastination
 - c. Inability to say no
 - d. Perfection
 - e. Describe how to eliminate common time wasters.
5. Time Management Tips and Techniques
 - a. To do lists
 - b. Break down big jobs into small chunks
 - c. Tackle projects early in the day
 - d. Understand your body clock
 - e. Identify time management techniques.
6. Prioritization
 - a. Judgment
 - i. How do you know what to do first when you have too much to do?
 - ii. Experiential learning activity
 - b. Relativity
 - c. Timing
 - d. Experiential learning activity: Recognize the importance of setting priorities.
7. Delegation
 - a. How well do you delegate
 - b. Tips for effective delegation
 - i. Know your subordinates
 - ii. Delegate work evenly
 - iii. Follow up on delegated tasks
 - iv. Delegate with consistency
 - v. Reinforce good performance
 - c. Pitfalls of do-it-yourself managers
 - i. Experiential learning activity: Recognize the importance of delegating.
8. Goal setting
 - a. Goals should be smart
 - i. Specific
 - ii. Measurable
 - iii. Attainable
 - iv. Realistic
 - v. Timely
 - vi. Goal setting in the workplace
 - b. Experiential learning activity: Prepare "smart" goals.
9. Putting First Things First

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Discussion	Individual and group problem solving
Activity	Case analysis
Group Work	Role playing and class simulations

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
Chat Rooms
Discussion Boards
E-mail Communication
Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
Discussions
Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Problem Solving	Oral and/or written case analysis
Projects	Oral and/or written action plan
Other	Journal entries

Assignments

Reading Assignments

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

Writing Assignments

1. Written case analysis
2. Action Plan
3. Multiple worksheets handed out in-class
4. Journal entries on how student applied techniques learned in class to various environments including the workplace and at home.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

David Allen

Title

Getting Things Done: The Art of Stress-Free Productivity

Edition/Version

Revised Edition

Publisher

Penguin

Year

2015

ISBN #

978-0143126560

Proposed General Education/Transfer Agreement

Do you wish to propose this course for a Local General Education Area?

No

Do you wish to propose this course for a CSU General Education Area?

No

Do you wish to propose this course for a UC Transferable Course Agreement (UC-TCA)?

No

Course Codes (Admin Only)

ASSIST Update

No

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

J - Workforce Preparation Enhanced Funding

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No

Reviewer Comments

Seth Anderson (sethe.anderson) (Mon, 05 Dec 2022 23:52:57 GMT): Added Vocational (short-term): Noncredit to discipline field

Seth Anderson (sethe.anderson) (Wed, 22 Feb 2023 18:26:10 GMT): Please select Online Delivery Methods and add examples to Methods of Instruction, Online Adaptation, and Methods of Evaluation. Also consider adding examples of Reading Assignments