Syllabus for: WORK 229 Time Management

Semester & Year:	Fall 2015
Course ID and Section Number:	WORK 229
Number of Credits/Units:	Non-Credit
Day/Time:	Tuesdays 6:00-8:15
Location:	Sept 1, 8, 15, 22
	Del Norte Residence Hall Lounge
Instructor's Name:	Sirkka Saboe
Contact Information:	Office location and hours: By Appointment
	Email:Sirkka-Saboe@redwoods.edu

Course Description : Learn time management principles and specific tools that assist in making maximum use of time. Emphasis will be placed on prioritizing, identifying time wasters, and goal setting.

Student Learning Outcomes:
1. Describe various techniques for managing time.
2. Explain the principles of effective delegation.
3. Apply S.M.A.R.T. principles in a goal-setting exercise.

Special accommodations: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.

Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.

The student code of conduct is available on the College of the Redwoods website at: http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods

homepage.

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

Course/Text
There is no required text. All materials are provided.

This is an open entry, noncredit class. People may join this class at any time. All students must be registered. There is no fee. Please see instructor for help with registration.

Class Schedule
Week 1
Course outline, the benefits of time management, time wasters, how do you spend your time?
Week 2
Time management personalities, creating a schedule and calendar
Week 3
Prioritizing, managing to-do lists, task completion strategies
Week 4
Ways to save time, procrastination, setting goals

All students will follow the CR student code of conduct

Instructors reserve the right to make changes to this syllabus at any time.