

Syllabus for: WORK-229/Time Management	
Semester & Year:	Fall 2015
Course ID and Section Number:	WORK-229-E9714 (09714) No Pre/Coreq Needed
Number of Credits/Units:	This is a NON-CREDIT course
Day/Time:	SAT/SUN/TUES/ 6:30-9:30PM
Location:	Humboldt County Correctional Facility, Eureka, CA
Instructor's Name:	Kintay Johnson
Contact Information:	Office location and hours: ASC L101G by Appointment Phone: (707)-476-4560 Email:Kintay-johnson@redwoods.edu
Course Description (catalog description as described in course outline):	
<p>Students need to learn how to get rid of obstacles to studying, and create realistic schedules for getting work done. By teaching time management skills, students can become more efficient and effective at targeting projects ahead of time, eliminating time-wasters, and delivering high-quality performance and productivity in their lives for school and/or work.</p>	
Student Learning Outcomes (as described in course outline):	
<ol style="list-style-type: none"> 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 accommodations document to me as promptly as possible so that necessary arrangements can 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.	
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.	
<p>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</p>	

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.

***The schedule and procedures in this course are subject to change based on extenuating circumstances or at the instructor's discretion to enhance the learning environment.**

"A good head and good heart are always a formidable combination. But when you add to that a literate tongue or pen, then you have something very special."— Nelson Mandela

Participation: To be successful, you must participate. To participate, you must **a)** show up and **b)** speak up. **Showing up** means being prepared and present for the whole class from beginning to end. **Speaking up** means **a)** contributing to class discussions, **b)** engaging in class activities, **c)** completing assignments, and **d)** meeting deadlines.

Attendance: Although this course is non-credit, attendance will be taken at every class.

Course Materials: All course materials are provided by the instructor and include self-generated targeted curriculum and texts by the following publishers.

TIME MANAGEMENT

Fall 2015 class meets **SAT/SUN/TUES/ 6:30PM-9:30PM**, at the **HUMBOLDT COUNTY CORRECTIONAL FACILITY**, Eureka, CA

Teacher: Kintay Johnson, **Contact** me by phone at (707) 476-4560, or email me: Kintay-Johnson@redwoods.edu

Course Text/Materials: Teacher generated materials.

Grading: Certificates of Completion will be awarded as students successfully complete prescribed hourly requirement for a semester.

This is a non-credit course. Assignments will be graded accordingly; a grade of “satisfactory” will be awarded for participation.

Class Schedule:

Week:

1. Introductions
2. The value of good time management skills.
3. Preparing and analyzing a self-diagnosis to determine where one's time goes.
4. S.M.A.R.T. principles (Specific, Measurable, Attainable, Realistic, and Timely).
5. Time wasters (e.g. excessive e-mail checking, poor prioritization, disorganization, procrastination, inability to say "no", perfection).
6. Tips and techniques to better manage time (e.g. keep a 'to-do' list, break down large tasks into small tasks, tackle projects early in the day, leave time for unexpected demands).
7. R.A.F.T. productivity plan (Refer, Act, File, or Trash).

*Because this is a self-paced course, students may begin the course work independently of other students' progress.