

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**NONCREDIT COURSE**

(Use this form only for Noncredit courses)

**COURSE NUMBER AND TITLE:** CSA 43 – Time Management

**MINIMUM NUMBER OF SEMESTER HOURS:** 6.0

**SCOPE OF COURSE:**

Designed to introduce students to time management principles and specific tools to assist in making maximum use of time. Basic concepts of organizing for maximum time management will also be covered.

**SPECIFIC COURSE OBJECTIVES:**

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

1. Conduct a self-diagnosis to determine where his/her time goes.
2. Identify the benefits of time management.
3. Identify common time wasters and how to eliminate them.
4. Identify the steps and criteria used in setting priorities.
5. Identify various time control systems.
6. Evaluate crises and interruptions on the job.
7. Develop a system for handling incoming correspondence.
8. Identify techniques for managing the workspace.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

- I. Introduction
  - A. Benefits of managing time
  - B. Schedule control techniques
- II. Diagnosing Time Management Skills
  - A. Evaluation tools
  - B. Setting priorities
- III. Common Time Wasters
  - A. Procrastination
  - B. Disorganization
  - C. Mismanagement
  - D. Interruptions
- IV. Organizing Space
  - A. Relationship between space and time
  - B. Organizing workspace

**MATERIALS REQUIRED:** None.

**TEXTS RECOMMENDED OR REQUIRED:**

Mayer, Jeffrey J. Time Management for Dummies. New York: International Data Group, 1999.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture  
 laboratory  
 lecture-laboratory combination

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply.**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)  
 Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)  
 Two-Way Video Conferencing (Two-way interactive video and audio)  
 One-Way Video Conferencing (One-way interactive video and two-way interactive audio)  
 Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**METHODS OF DETERMINING WHETHER THE STATED OBJECTIVES HAVE BEEN MET BY STUDENTS:**

Class Participation.

**CONTACT PERSON:** Mollie Smith

SIGNATURES ON FILE