

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

_____ Transfer Course X A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: FCS 101 Human Systems Management

UNIT VALUE: 3.0

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS:

Appropriate language skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

Principles of managing human systems through the techniques of goal setting, decision-making, communication, and time and energy structuring. Emphasizes problem solving skills transferable to management of education, residence, or work environments.

SPECIFIC COURSE OBJECTIVES:

Successful students will:

1. identify his/her personal values,
2. set priorities in an hierarchial order,
3. be able to find and use the campus computer center,
4. identify personal standards and gauge life accordingly,
5. demonstrate basic communication skills in regard to his/her goals,
6. create a personal and realistic time schedule,
7. identify ten or more community resources,
8. set realistic short, intermediate, and long-term personal goals,
9. apply steps in successful decision-making,
10. evaluate self to enhance esteem,
11. develop a personal monetary budget,
12. develop a personal energy budget,

13. list the major stressor in his/her life and accompanying coping techniques; and
14. predict future management changes.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Values
 - A. Identification
 - B. Kohlberg and Simon
- II. Priorities
 - A. Categorizing
 - B. Ranking
- III. Computers
 - A. Campus location
 - B. Word processing
 - C. Special software
- IV. Standards
 - A. Realistic
 - B. Satisfaction
- V. Communication
 - A. Sharing goals
 - B. Delegating
- VI. Time Management
 - A. Schedules
- VII. Networking
 - A. Community Resources
 - B. Work referrals
- VIII. Wardrobe Management
 - A. Images
 - B. Situationally appropriate apparel
- IX. Health and Stress Management
 - A. Importance
 - B. Options
 - C. Goals
 1. Value based
 2. Reality versus dreams
 - D. Time constraints
 1. Motivations
 - E. Decisions
 1. Types
 - F. Steps
 - G. Problem Solving
- X. Cooperation
 - A. Family
 - B. Work
- XI. Self-evaluation
 - A. Criteria
 - B. Self-esteem
- XII. Money Management
 - A. Budgeting
 - C. Credit

- XIII. Human Energy
 - A. Circadian rhythm
 - B. Equipment location
 - C. Body stressors
 - D. Rest periods
- XIV. Future management
 - A. Expect change
 - B. Predictions

REQUIRED READING:

Culp, Stephanie. How to Get Organized When You Don't have the Time. Cincinnati: Writers Digest Books, 1987.

Annual Editions. Life Management 92/93. Connecticut: Dushkin Publishing Group, 1992.

SUGGESTED READING:

Periodicals cited in Annual Edition such as:

The Futurist, Life, American Health, Working Woman, Atlantic, Ms. Current Health, Time, Nutrition Today, Esquire, Psychology Today, Fortune, Money, Science Digest, Changing Times, Business Week, Family Relations.

REQUIRED WRITING:

The students are given six outside assignments that require library research, community involvement, reflective and critical thinking, plus personal application of principles. These assignments are to involve the student in the major aspects of the course and then have them write six papers (5-8 pages each paper) detailing the various assigned experiences.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

<u>Six outside assignments:</u>	<u>Estimated Time:</u>
Personal values, research, visual display, written and oral presentation	6 hours
Community Resource evaluation, call, visit, write present orally	6 hours
Decision-making journal, three entries per week	8 hours
Personal time plan	4 hours
Individual organization project	8 hours
Volunteer project	24 hours

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

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.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Each assignment will be graded based on completeness and clarity of thought, development of ideas, application theory, organization and structure, plus originality. Following is the grading key that will be used:

unsatisfactory	=	0
poor	=	30%
fair	=	50%
good	=	70%
very good	=	80-80%
outstanding	=	90-100%.

At the conclusion of the semester, numerical averages will be converted to a letter grade on the following basis:

90	-	100%	=	A
80	-	89%	=	B
70	-	79%	=	C
60	-	69%	=	D
0	-	55%	=	F

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Nancy Galli, ext: 2352

SIGNATURE ON FILE