DEPT. SBM                     COURSE NO. SBMT2533

NUMBER OF CREDITS:  1

COURSE TITLE:  SBM Time Management

CATALOG DESCRIPTION:  This class is designed to improve time management skills of business owners and to increase the work effectiveness. The class will focus on time saving techniques and strategies, creating appropriate goals and prioritizing tasks.

AUDIENCE:  Small Business Owners & Managers

FULFILLS MN TRANSFER CURRICULUM AREA(S):  N/A

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:  None

LENGTH OF COURSE: Semester

THIS COURSE IS USUALLY OFFERED:
Every other year □  fall □  spring □  summer □  undetermined  X

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT:
   a. Identify tasks
   b. Identify time saving ideas
   c. Identify time-wasting problems
   d. Identify strategies

2) THINKING SKILLS:
   a. Prepare time utilization charts
   b. Place task in a urgent-not urgent, important-not important grid
   c. Prioritize tasks in numerical order

3) COMMUNICATIONS SKILLS:

4) HUMAN DIVERSITY:

TOPICS TO BE COVERED:

1) Time Management

LIST OF EXPECTED COURSE OUTCOMES:
1) See above

LEARNING/TEACHING TECHNIQUES used in the course are:

☐ Collaborative Learning       ☑ Problem Solving
☑ Student Presentations         ☐ Interactive Lectures
☐ Creative Projects          ☑ Individual Coaching
☑ Lecture                   ☐ Films/Videos/Slides
☑ Demonstrations          ☐ Other (describe below)
☐ Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

☐ Reading                       ☐ Tests       ☑ Individual Projects
☐ Oral Presentations         ☐ Worksheets    ☐ Collaborative Projects
☐ Textbook Problems          ☐ Papers       ☐ Portfolio
☐ Group Problems             ☐ Term Paper
☐ Other (describe below)

EXPECTED STUDENT LEARNING OUTCOMES: See above

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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