Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. Truck Driving                COURSE NUMBER: TRDR1120

NUMBER OF CREDITS: 1 credit        1 lecture/0 lab

COURSE TITLE: Managing Personal Resources

CATALOG DESCRIPTION: Students will learn strategies for dealing with fatigue and stress. They will learn the benefits of good diet, exercise and sleep. They will also be taught about the pay process and the importance of a personal budget. Students will also learn to adhere to the requirements of the Federal Motor Carrier Safety regulations Part 395 “Hours of Service Regulations” and complete a Driver’s Log and log recap.

AUDIENCE: Truck Driving Students

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area: by meeting the following competencies:
Area: by meeting the following competencies:
Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

LENGTH OF COURSE: 1 Semester

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

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

1) ACADEMIC CONTENT: The academic objectives of this course are:
   a.
   b.
   c.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a.
3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. 
   b. 

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. 
   b. 

TOPICS TO BE COVERED are strategies for dealing with stress and fatigue, benefits of good diet, exercise and sleep, the pay process and personal budgets, the requirements of the Federal Motor Carrier Safety Regulations, and complete and recap a driver's log.

LIST OF EXPECTED COURSE OUTCOMES:
1. The student will learn to deal with accident scenes and the reporting procedures.
2. The student will learn to deal with environmental issues.
3. The student will plan trips and make appropriate decisions.
4. The student will use effective communications and public relations skills.
5. The student will manage personal resources/deal with life on the road.
6. The student will record and maintain hours of service requirement.

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
- Oral Presentations
- Textbook Problems
- Group Problems
- Other (describe below)
- Tests
- Worksheets
- Papers
- Term Paper
EXPECTED STUDENT LEARNING OUTCOMES:
1. The student will manage personal resources/ deal with life on the road
2. The student will maintain hours of service requirements.

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 via your preferred Telecommunications Relay Service.

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