HABITS FOR PERSONAL EFFECTIVENESS — SMGT 1060

A. Course Description
   - Credits: 1.00
   - Lecture Hours/Week: 1.00
   - Lab Hours/Week: 0.00
   - OJT Hours/Week: 0
   - Prerequisites: None
   - Corequisites: None
   - MnTC Goals: None

   Discover how to close the gap between what is most important to you and how you spend your time. Increase your interpersonal effectiveness and your ability to foster cooperation. Develop a personal creed and mission statement as a tool for achieving life balance.
   Prerequisites: None

B. Course Effective Dates: 4/7/98 – Present

C. Outline of Major Content Areas
   - As noted on course syllabus

D. Learning Outcomes
   - As noted on course syllabus

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment
   - As noted on course syllabus

G. Special Information
   - None noted