ACHIEVE WORK/LIFE BALANCE — SMGT 1462

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

   Today's societal and work challenges are accelerating at a pace not seen before. Your work life demands doing more with less, multitasking, long hours and career crossroads. Outside of work your time is in demand with community, family and educational needs. How do you find a fair balance between the two? This course will examine these challenges and develop a plan to successfully provide balance to your life. Prerequisites: None.

B. Course Effective Dates: 1/10/05 – Present

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

D. Learning Outcomes
   1. conduct a personal assessment
   2. create a personal development plan
   3. identify the effects of stress
   4. prioritize work/life tasks

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

F. Learner Outcomes Assessment
   - As noted on course syllabus

G. Special Information
   - None noted