



MANAGEMENT EFFECTIVENESS — BUSN 1020

A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 3.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

Learn practical tools to manage time and stress. Develop habits to increase personal productivity and create an individual time management plan. Set priorities, delegate and reduce time wasters and stressors. Explore strategies to improve time utilization in workgroups.

B. Course Effective Dates: 5/21/14 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. Ability to set and meet goals
2. Assess the relationship between time and stress
3. Assess your personal attitude towards time & stress
4. Create a personal time/stress management plan
5. Explain how knowledge, skill and desire relate to habits
6. Identify stressor?s and stress reducing strategies
7. Manage time & stress in workgroup settings
8. Understand and apply time management principles & techniques
9. Use delegation effectively

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

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted