

**TIME MANAGEMENT
MAN 117
Dr. Kent Jay Levine**

COURSE DESCRIPTION:

This course is intended to provide the student with the conceptual knowledge and tools to make better use of his or her time in the management function.

Hours of Credit: 1 Semester Hour Credit

Prerequisites: None

Instructor: Dr. Kent Jay Levine

Office Location: none

Law Office Phone: 303-783-0222

Text: Dirk Zeller,
Successful Time Management for Dummies
(2009, Wiley Publishing, Inc.)

COURSE OBJECTIVES:

1. General Time Management Information
2. Obstacles to Effective Time Management
3. Improving Time Management
4. Other Time Management Points

COURSE CONTENT:

1. General Time Management Information
2. Obstacles to Effective Time Management
3. Improving Time Management
4. Other Time Management Points

METHOD OF INSTRUCTIONS:

1. Handout reading materials.
2. Supplemental reading materials.
3. Lecture-discussions-problems.
4. Hands on exercises.
5. Computer demonstrations.
6. Alternative teaching tools.
7. Written Quizz(es)
8. Project and discussion.

METHOD OF EVALUATION:

Possible (TO BE ANNOUNCED IN CLASS)
Points

1. Quizzes
- 10 2. Attendance
- 10 3. Class Participation
- 15 4. Report and Topic Summary Presentation
5. Calculation of grade is based upon the total points students actually achieved in comparison with the student who achieved the highest total points utilizing the following scale:

90 - 100%	= A
80 - 89%	= B
70 - 79%	= C
60 - 69%	= D
6. Keep a record of your points and the high on each respective project.

MISCELLANEOUS:

1. **PLEASE DO NOT WEAR any fragrances, the avoidance of environmental pollutants, including excessive cologne, perfume, aftershave, lotion, hair spray, and the like, will be appreciated.**
2. Please keep your comments and questions relevant to the material being discussed.
3. All assignments must contain correct spelling, grammar, etc. and be typewritten and double spaced unless otherwise specified.
4. Graduating Students. It is the student's responsibility to complete all course requirements to permit the Instructor sufficient time (minimum of two weeks) to report marks of graduating students.
5. Timeliness. The Instructor reserves the right to reduce points and/or not accept any papers, projects, and exams not timely performed.
6. Retain a copy of any project/paper turned in to the Instructor as only the results will be returned.
7. You must do your own work. Do not plagiarize.
8. The College's Educational Standards, as published in most current Red Rocks Community College Catalogue, including that for Incompletes and Attendance (at least 90%) is made part of this course's requirements and limitations.
9. Disruptive behavior may result in preclusion from the class and course.

Please bring the text, Successful Time Management for Dummies, to class.

Each student will sign up for 1 chapter (not already selected) on time management from the text Friday night. You will prepare a short paper (5-10 pages) and make a presentation on the second day.

**The Chapter summaries will be emailed to me at:
KENT.LEVINE@GMAIL.COM**