



South Central College

SBMT 2533 Time Management

Course Outcome Summary

Course Information

Description This class is designed to improve time management skills of business owners and to increase the work effectiveness. The class will focus on time saving techniques and strategies, creating appropriate goals and prioritizing tasks.

Total Credits 1

Total Hours 12

Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Course Competencies

1. **Proper use of time.**
2. **Prioritization**
3. **Time Strategies**

SCC Accessibility Statement

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: www.southcentral.edu/disability

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.