Clackamas Community College

Online Course/Outline Submission System

☑ Show changes since last approval in red

| Print | Edit | Delete | Back |

| Reject | Publish |

Section #1 General Course Information

Department: Counseling

Submitter

First Name: Casey
Last Name: Sims
Phone: 3186
Email: caseys

Course Prefix and Number: HD - 157

 # Credits: 1

Contact hours

Lecture (# of hours): 11
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 11

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Procrastination & Time Management

Course Description:

Provides students the opportunity to study their procrastination habits and time management patterns. Course focuses on components of time organization, choices regarding procrastination, and methods to improve overall use of time.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Not every term

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. list their own personal time management strengths and weaknesses,
2. name 5 goal setting strategies and 5 time management strategies that can be applied in their lives,
3. demonstrate self-awareness of the reasons and patterns related to procrastination and how it undermines successful time management and goal setting,
4. identify 5 strategies and techniques that can be applied in their lives to combat procrastination habits,
5. establish and describe a personal goal setting system.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Assessing personal time management.
2. Using a time log.
3. Procrastination habits – identifying and changing.
4. Setting goals.
5. Planning for success.
6. Prioritizing techniques.
7. Systems of scheduling – using the tools.
8. Curbing interruptions / use of assertive communication.
9. Mastering paperwork - dump it, delegate it, do it, or delay it.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

✓ **general elective**
:

First term to be offered:

Next available term after approval
: