

# BUTTE COLLEGE

## COURSE OUTLINE

### I. CATALOG DESCRIPTION

**LM 40 - Life Management**

**3 Unit(s)**

**Prerequisite(s):** NONE

**Recommended Prep:** Reading Level IV; English Level IV

**Transfer Status:** CSU

51 hours Lecture

This course introduces the psychological, physiological and social principles needed to achieve personal success in college, relationships, the world of work and life. Students explore how life management strategies positively impact management of one's goals, time, finances, stress and personal wellness; and learn to employ strategies for college success and lifelong learning by identifying one's learning style, personality types, values, attitudes, skills and motivation.

### II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Articulate an integrated approach to proactive wellness that stresses the interrelationship of the physical self, the emotional/relational self, and the self as a part of the larger society and culture.
- B. Analyze personal responsibility for choices, motivations, self-management, interdependence, self-awareness, and emotional intelligence.
- C. Utilize a systems approach to define existing goals and formulate new goals for lifelong psychological, physiological and social growth, reflecting identified personal values and standards.
- D. Identify and apply skills related to health, time, financial, resource, stress, and personal life management.
- E. Assess her/his unique contribution to society, the workforce, and interpersonal relationships through in-depth personal evaluation and assessment.
- F. Describe and evaluate the structure and goals of higher education, including engaging in critical thinking, interacting with diverse perspectives, developing deepened awareness and thought processes, and realizing one's potential.
- G. Identify and analyze paradigms related to human behavior, gender, health, physiological and psychological wellness, learning, values, decision making, communication, leadership, and lifelong learning.
- H. Implement effective strategies for academic success including learning styles for improving memory and retention.

### III. COURSE CONTENT

#### **A. Unit Titles/Suggested Time Schedule**

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Introduction to Life Management:	6.00
<ul style="list-style-type: none"><li>• Introduction to Human Development</li><li>• Integration of the Physiological, Social and Psychological</li><li>• Young Adult Development</li><li>• Intentional Growth across the Lifespan</li><li>• Assessing Attitudes</li></ul>	

2. Individual Growth and Process:	10.00
<ul style="list-style-type: none"> <li>• Your Sense of Self: Cognitive, Physical, Emotional/Relational</li> <li>• Career Interests and Development</li> <li>• The Clifton Strengths Finder / StrengthsQuest</li> <li>• Your Personality and Relationships</li> <li>• Analyzing Group Involvements, Supports Systems, Social Roles</li> <li>• Physiological and Emotional Wellness: Positive Fitness and Nutritional Choices, Health and Wellness Across the Lifespan</li> </ul>	
3. Learning, Skills, Motivation:	7.00
<ul style="list-style-type: none"> <li>• Motivation and Motivated Skills</li> <li>• Learning Styles</li> <li>• Multiple Intelligences</li> <li>• Study Skills and Strategies</li> <li>• The Structure of Higher Education</li> </ul>	
4. Values, Standards, Morality:	5.00
<ul style="list-style-type: none"> <li>• Emotional Intelligence</li> <li>• Moral Development</li> <li>• Character Traits</li> <li>• Values: The Individual in Society</li> <li>• Ethical Decision Making</li> </ul>	
5. Decision Making and Problem Solving for Effective Life Management:	12.00
<ul style="list-style-type: none"> <li>• Goal Setting - Concepts and Strategies</li> <li>• Intentional Growth Planning</li> <li>• Time Management - Concepts and Strategies</li> <li>• Stress and Fatigue Management: Physical and Emotional Symptoms, Responses and Repercussions; Burn-out and Disease Prevention: Interrelationship of the Physical, Emotional, Cognitive; Implications for Substances Dependency</li> <li>• Balancing work, family, leisure, and fitness issues</li> <li>• Financial Management and Consumerism</li> <li>• Resources Management</li> <li>• Living Sustainably</li> </ul>	
6. Interpersonal Communication:	5.00
<ul style="list-style-type: none"> <li>• Communication Styles</li> <li>• Listening and Attending Skills</li> <li>• Feedback: Skills for Giving and Receiving Appropriate Feedback</li> <li>• Physical Presentation as Communication and Cultural Statement</li> </ul>	
7. Leadership Development and Management Concepts:	3.00
<ul style="list-style-type: none"> <li>• Types of Power and the Implications for Social Structures</li> <li>• Qualities of Outstanding Leaders and Managers</li> <li>• Group Decision Making and Problem Solving</li> <li>• Transferable Leadership Skills</li> <li>• Mentoring</li> </ul>	

8. Looking Back and Looking Ahead:

3.00

- Personal Mission Statement: an Integrated Picture
- Articulation of values and Goals related to One's Physical Self, Psychological Self, and Self in Society
- Aging, Death and Dying - Implications for Lifelong Wellness, Intentional Growth, and Support and Connection
- Reflection and Application

Total Hours

51.00

**IV. METHODS OF INSTRUCTION**

- A. Lecture
- B. Collaborative Group Work
- C. Class Activities
- D. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- E. Discussion
- F. Reading Assignments
- G. Multimedia Presentations
- H. Guided Reflection/Journaling
- I. Inventories and personal reflection

**V. METHODS OF EVALUATION**

- A. Exams/Tests
- B. Journal
- C. Group Participation
- D. Class participation
- E. Written Assignments

**VI. EXAMPLES OF ASSIGNMENTS**

- A. Reading Assignments
  - 1. Read the material in the On Course text on the “Eight Choices of Successful Students.” Be prepared to discuss what success means to you, and choices you can make to live your life with intentionality and purpose.
  - 2. Read the Clifton Strengths Finder Themes and complete a worksheet identifying your 5 signature Strengths (definition and description), what they enable/empower you to do, and when/where you have used them with success.
- B. Writing Assignments
  - 1. Write a 5-7 page paper that reflects upon your self-discovery and intentional growth from personal awareness gained over the semester, addressing at least five specific topics covered in the course.
  - 2. Write a one page mission statement that reflects your personal awareness, values and legacy.
- C. Out-of-Class Assignments
  - 1. Visit a Butte College Student Services program to research the services and approaches it offers to guide student success. Be prepared to report your findings to the class.
  - 2. Develop an individualized learning plan based on assessments which identifies your unique preferences for learning and specific strategies for implementation.

**VII. RECOMMENDED MATERIALS OF INSTRUCTION**

Textbooks:

A. Skip Downing. On Course. Houghton-Mifflin, 2010.

Materials Other Than Textbooks:

- A. Life Management materials packet to be purchased through the bookstore.
- B. The Clifton Strengths Finder personal assessment (materials fee purchase)

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