

# COS A180: LIFE MANAGEMENT

Item	Value
Curriculum Committee Approval Date	12/02/2020
Top Code	130100 - Family and Consumer Sciences, General
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S)
Associate Arts Local General Education (GE)	<ul style="list-style-type: none"> <li>Area 7 Life Skills, Lifelong Learning, and Self-Development 7A Theory/ Non-activity (OE1)</li> </ul>
California State University General Education Breadth (CSU GE-Breadth)	<ul style="list-style-type: none"> <li>CSU E1 Lifelong Understanding (E1)</li> </ul>

## Course Description

This course develops skills in value clarification, goal setting, resource allocation, decision-making priority management, money management, workplace management, communication skills and healthy habits. Formerly known as FCS A180. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Apply principles of management to the resources of time, money, energy, and health to personal or professional situations.
2. Identify, define and prioritize personal and professional goals, developing a plan of action to achieve them.

## Course Objectives

- 1. Define management as it applies to life and to relate the need for good management to everyday experiences, as well as to major events which occur less frequently. (SCANS: Information, Thinking, and Systems)
- 2. Explore management issues affecting individuals and families which are caused by major social, economic, or technical changes within the last decade as well as those caused by changes in stages and sub-stages of the life cycle. (SCANS: Information, Systems, and Thinking)
- 3. Identify personal values, beliefs, standards (including SCANS) and goals as a basis for taking charge of one's life. (SCANS: Information and Personal Qualities)
- 4. Apply principles of managing resources such as time, money, energy, and health as well as conservation of environmental resources to selected life style, home, or career situations. (SCANS: Resources, Information, Thinking, and Interpersonal Qualities)
- 5. Apply critical thinking skills in problem solving and in making decisions concerning personal life options which reflect the

incorporation of management principles, relationship skills, and expectation for change. (SCANS: Thinking, Personal and Interpersonal Qualities)

- 6. Describe a system for making decisions which will lead to appropriate management of individual and family situations and resources. (SCANS: Basic Skills, Thinking, Information, and Personal Qualities)
- 7. Explore sources of assistance in making career decisions and in finding and keeping a job, relating these to education choices. (SCANS: Information, Basic Skills, and Thinking Skills)
- 8. Investigate communication and social media techniques which are effective in a variety of situations, including those where there are differences in age, gender, education, and ethnic background. (SCANS: Thinking Skills, Interpersonal, and Information)
- 9. Evaluate ways to deal with conflict and stress. (SCANS: Basic Skills, Personal Qualities, and Thinking)

## Lecture Content

Introduction to Life Management Objectives Student Learning Objectives Values and the proactive model Defining success Values, Principles, and Paradigms definitions comparison of personal, social and cultural values relating values to life style and consumption values and the world of work values and effect on attitudes values and effect on behaviors paradigm shifts Values and the proactive model definition of proactive model comparison of proactive and reactive behavior measuring one's own behavior relating to a personal mission statement Goals Goal attributes Types of goals SMART goals goals by time-frames Obstacles to goal achievement Prioritizing and evaluating goals Guides for reaching goals Developing a plan of action for goal achievement Role of motivation in goal achievement Career Decisions/Job Search Career information sources career center websites Career survey Informational interview Preparing for an interview Creating a resume Time Management Types of time Time perceptions, including cultural differences Factors which interfere with time management Time management tools time management matrix important versus urgent relationship to values opportunity cost Time management strategies Money Management Attitudes toward money Types of income and expenses Net worth assets liabilities Financial concerns related to immediate and life cycle needs Developing a money management plan Savings and investments Banking Interest paid and earned time value of money Credit-types and costs cost of credit debt Managing Health Eating well calorie needs fats in the diet daily requirements types of fat food labels calorie intake and output Staying healthy with exercise types of exercise components of an appropriate exercise program managing an exercise program Handling Stress Causes of stress major life changes daily situations Signs of stress physical symptoms mood/personality changes Stress and the Proactive model response to stress management applications Improving Listening Skills Challenges to listening Listening effectively ask questions listen for meaning-verbal and non-verbal clues management applications Improving Speaking Skills First impressions Speech qualities Speaking to groups Making presentations Reports Presented Introduction Informational Interview Final Goal update

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)

## Instructional Techniques

1. Lecture 2. Class discussion and input 3. Group interaction in problem solving activities 4. Current online sources 5. Visit to Career Center 6. Worksheets, which provide opportunities for student interaction, are frequently used 7. Guest speakers

## Reading Assignments

Read chapters in textbook. Online research for Smart goals article. 2-3 hours per week.

## Writing Assignments

Writing assignments/proficiency demonstration is frequently evident in this course. Standards are clearly identified and are to be followed in the preparation of all worksheets, problem solving exercises, and projects. Presentation standards, including neatness, correct sentence structure, and spelling is important criteria, along with ability to follow instructions concerning required responses. 2-3 hours per week.

## Out-of-class Assignments

Complete assignments reading and written. Students will conduct an informational interview assignment. 2-3 hours per week.

## Demonstration of Critical Thinking

A semester goal is set by each student and weekly written updates are submitted. A paper is written on an effective goal-setter. The major project is a student's personal mission statement. The preparation is done in class and includes values clarification and funeral exercise. Students create a spending plan and net worth calculation. Students write a reflection after reading Tuesdays with Morrie. Students interview someone with a career they are interested in and present orally to the class. Students write a resume and cover letter.

## Required Writing, Problem Solving, Skills Demonstration

## Eligible Disciplines

Family and consumer and studies/home economics: Master's degree in family and consumer studies, life management/home economics, or home economics education OR bachelor's degree in any of the above AND master's degree in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, foods/nutrition, or dietetics and food administration OR the equivalent. Master's degree required.

## Textbooks Resources

1. Required Albom, Mitch. Tuesdays with Morrie, ed. New York: First Anchor Books, 2006 Rationale: latest 2. Required Covey, Stephen R. 7 Habits of Highly Effective People, ed. New York: Free Press, 2004 Rationale: latest 3. Required Amos, Lisa. Life Management, ed. Kendall Hunt Publishing, 2018