

# Dakota County Technical College

## SMGT 1060: Habits for Personal Effectiveness

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Discover how to close the gap between what is most important to you and how you spend your time. Increase your interpersonal effectiveness and your ability to foster cooperation. Develop a personal creed and mission statement as a tool for achieving life balance. Prerequisites: None

**B. COURSE EFFECTIVE DATES:** 04/07/1998 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

None

### D. LEARNING OUTCOMES (General)

None

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted