

# VALUE ADDED COURSE

## Swarnim School of Computing & IT

Year: 2020-2021

**Subject: Time Management**

**Subject Code: VACTM**

<b>Program:</b>	BCA/B.SC.-IT	<b>Branch:</b>	All
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**Hours:- 36 hrs.**

**Objective:-** The current study sought to ascertain the relationship between students' time management abilities and academic achievement. Time management is critical, and it can have an impact on an individual's overall performance and achievements.

All of these, however, are linked by how people manage their time to fit their daily lives or to make it flow steadily with their routines. Aside from having good lectures given by their teachers, conducive settings and environments will undoubtedly promote positive outcomes for the students.

Nonetheless, students' time management is one of the factors that can influence a student to be a good student. For students to shine, good time management is essential.

*Nikasa*



## Detail Syllabus:-

Sr.	Content	Total Hrs
1	<b>Module-1:</b> Planning & Goal Setting, Managing Yourself, Dealing with other people, Your time, Getting Results	09
2	<b>Module-2:-</b> Analysis of goals and objectives, Systemization of processes, Pre-analysis of performance, Focus is on time and resources	09
3	<b>Module-3:-</b> Busy vs. Productive, Indecision & Delay, Overwork, Urgency v's importance, Prioritization	09
4.	<b>Module-4:-</b> Functional, Portable, Intelligible	09

## Reference Book:

- Time Management: A Holistic Approach to Productivity, Stress Reduction, and Effectiveness By Michael Jibrael
- Time Management for Students: How to Get More Done in Less Time By Dale Hartman
- A College Students Guide to Time Management – A Book by and for College Students By Edward Rippen
- Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done By Charles Harvey
- ❖ Procrastination: Why You Do It, and What to Do About It Now By Jane B. Burka

*Vikas*

Vikas Sharma

HoD-SSCIT

