# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY SAULT STE. MARIE, ONTARIO 

## COURSE OUTLINE

## COURSE TITLE:

Personal Management

HDG 111-4
CODE NO.:

PROGRAM:

Fal
SEMESTER:

September 1992
DATE:

New:

Approved:

Revised:
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## Philosophy /Goals

This course aims at equipping you with the necessary skills to become an effective and confident learner and a successful graduate of a college program that is suited to your aptitudes and interests. The skills that you develop should help you in studies, career choices and day-to-day organization and interpersonal communication.

Credits: 4 Duration: 17 weeks (3 hours per week)

Textbooks and Resources
COMPULSORY TEXT: Keys to College Success. 3rd Ed., by Minnette Lenier \& Janet Maker

Recommended Reading: $\quad$ How to Study in College* 2nd ed. by Walker Pauk

## Reading and Study Skills*

by John Langer

* A few copies are kept in the Learning Assistance Centre (E1101) and may be signed out by students. Copies may also be found in the Sault College Library.

Many other books and pamphlets as well as free advice are available in Sault College's Counselling Centre in E1204.

## Instructional Methods

A variety of methods, including lecture presentation, group discussion and activity, directed readings, and audio-visual presentation is used to reflect the different methods of instruction that you may encounter in college programs. You may also arrange to take interest surveys in your own time which will be scored either personally or through the Counselling office.

## Course Objectives

Upon successful completion of HDG111 - Personal Management, you will be able to do the following:

1. Understand the responsibilities of a college student, make realistic academic decisions and be aware of effective interpersonal communication skills that help on a day-to-day basis in dealing with everyone,
2. Organize your time effectively,
3. Scan a textbook and other written material quickly and efficiently.
4. Take comprehensive and comprehensible notes.
5. Be aware of how to listen effectively.
6. Demonstrate memorizing skills.
7. Demonstrate a knowledge of techniques by which you can be successful on assignments, tests and examinations.
8. Demonstrate your strengths and potential in career areas as determined by interpretation of the Differential Aptitude Tests and Interest/Personality surveys.

## Course Organization and Evaluation

Personal Management is organized into five segments or topic areas. Each segment will be evaluated out of 25 marks. The best four out of five segment grades will be used to determine the final grade (out of 100 marks). The five segments and their evaluation methods are as follows:

## Segments/Tooic Areas

## 1. Adjusting to College, Time Management, Learning Styles

Assignments \& Evaluation Methods
Time Management Schedule: ..... 5\%
Test: ..... 15\%
Attendance/Participation: ..... 5\%
Total25
2. Career Exploration DAT JU Interpretation: ..... 10\%
Interest/Personality Surveys: ..... 5\%
Career Research Assignment: ..... 10\%
Total ..... 25
3. Memory \& Concentration and
Test Preparation
Test: ..... 20\%
Attendance/Participation: ..... 5\%
Total
4. Textbook Reading and Test on Textbook Reading: ..... 10\%
Notetaking Test on Notetaking: ..... 10\%
Attendance/Participation: ..... 5\%
Total25
5. Communication and Problem Solving Test: ..... 15\%
Attendance/Participation: ..... 10\%
Total25

You will be given notice of assignments, tests and presentations at least one week in advance. Failure to submit an assignment or take a test will result in a mark of 0 unless you can furnish proof of mitigating circumstances.

Note: Illness and other personal or family problems may all be genuine mitigating circumstances. Whatever your problem in whatever course you take, communicate it to your teacher immediately. Most teachers are sympathetic to genuine hardship, BUT they need to know about it before they can consider finding alternatives to accommodate their students.

## Personal Management Schedule

The following is a tentative and brief course schedule. Your teacher may wish to make changes. It is your responsibility to keep up-to-date with the course and any adjustments to schedule or content by regular attendance.

Schedule
Weeks: Segments/Topic Areas:
1-3 Introduction, Adjusting to College, Time Management, Learning Styles
4-7 Career Exploration: D.A.T. and Interpretation, Interest and Personality Surveys, Career Research Assignment

8-10 Memory and Concentration, Test Preparation
11-14 Textbook Reading, Notetaking
15-17 Communication and Problem Solving
Final Grades
$A_{+}=$Excellent $86 \%+$
$\mathrm{A}=$ Outstanding $81 \%-85 \%$
$\mathrm{B}=$ Above Average $\quad 71 \%-80 \%$
C $=$ Satisfactory $60 \%-70 \%$
$R=$ Unsatisfactory below $60 \%$ (course must be repeated)

