

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

**COURSE OUTLINE**

**COURSE TITLE:** Personal Management

**CODE NO.:** HDG111-4 (GENERAL EDUCATION)

**PROGRAM:** General Arts & Science

**SEMESTER:** Fall/Winter

**DATE:** 1995

New:

Revised: \_\_\_X

Approved:

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DATE

## **PHILOSOPHY/GOALS**

This course equips you with the knowledge and techniques to become an effective, confident and flexible learner and a successful student in a college program that is suited to your aptitudes and interests. You will develop skills for effective study habits, time management, problem solving and collaborative learning. You will also discover how learning and personality styles influence career choices, and study historical perspectives on interpersonal communications, stress and self-esteem.

## **OBJECTIVES**

Upon successful completion of Personal Management (HDG 111) you will be able to do the following:

1. recognize the wide causes, symptoms and historical attitudes towards stress.
2. reach seminar group consensus on case study situations that relate to responsibilities and common issues confronted by college students.
3. identify the cultural influences on time management, recognize its relationship with personal well-being and complete a WEEKLY SCHEDULE.
4. identify your learning profile by completing and receiving interpretation of the Learning Styles Inventory.
5. apply *STUDY SKILLS* techniques in the areas of notetaking and textbook reading, by completing classroom activities, tests and group assignments.
6. describe the roles of the brain and motivation in memorization and test/exam strategies.
7. discuss historical attitudes towards knowledge and wisdom and analyze various examples of learning as they relate to Blooms taxonomy.
8. use critical thinking and creative thinking skills, to complete problem solving assignments.
9. identify non-verbal communication methods and complete a communication analysis.
10. identify and model effective assertive (as opposed to passive or aggressive) behaviour through role play, and analyze the cultural and gender issues associated with each behaviour.

## **COURSE DESIGN**

In order to accommodate a variety of delivery modes and learning styles, Personal Management has its weekly 4 credit hours arranged in the following way over 16 weeks.

Hour 1	<i>LECTURE or VIDEO</i> presentation
Hour 2	<i>TEACHER/FACILITATOR</i> classroom
Hour 3	<i>GROUP ACTIVITY</i>
Hour 4	<i>MULTI-MEDIA LABORATORY</i>

## **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.

### **TOPICS**

- |   |                             |
|---|-----------------------------|
| <p><b>1. COLLEGE AS PART OF MY LIFE</b></p> <p>College Orientation<br/>Time Management<br/>Stress Management</p>  | <p><b>WEEKS 1 - 4</b></p>   |
| <p><b>2. WHAT THEY WRITE. .WHAT I WRITE</b></p> <p>Study Skills Inventory<br/>Textbook reading<br/>Speed reading techniques<br/>Notetaking</p>  | <p><b>WEEKS 5 - 7</b></p>   |
| <p><b>3. THE PSYCHOLOGY OF STUDY</b></p> <p>Learning styles/Personality styles<br/>Memorization<br/>Preparing for different kinds of assignments and test<br/>Blooms Taxonomy of Learning</p> | <p><b>WEEKS 8 - 10</b></p>  |
| <p><b>4. A MIND FOR ALL REASONS</b></p> <p>Problem Solving<br/>Logic<br/>Decision making<br/>Creativity</p>   | <p><b>WEEKS 11 - 13</b></p> |
| <p><b>5. HOW I RELATE TO OTHERS</b></p> <p>Overview of Interpersonal Communication Techniques<br/>Assertive Communication<br/>Introduction to "I'm O.K. You're O.K."* Roles</p>               | <p><b>WEEKS 14 - 16</b></p> |

### **TEXTBOOK AND RESOURCES**

**Getting Oriented**, Rhonda Holt Atkinson, Debbie Guice Longman, West Publishing Company.

A 1 and 3/4 inch High Density disk.

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

## COURSE EVALUATION

<b>1. College As Part Of My Life</b>		
	Time Management Schedule	5
	Test	10
	College Shock Journal	<u>10</u>
		25
<b>2. What they write...What I write</b>		
	Textbook & Notetaking Assignments	15
	Multi-media Tutorial Quiz	5
	Study Skills Inventory	<u>5</u>
		25
<b>3. Psychology of Study</b>		
	Journal	10
	Test	10
	Tool Work Encyclopedia	
		25
<b>4. A Mind For All Reasons</b>		
	Written Assignment	10
	Group Problem Solving	10
	Carmen Santiago	
		25
<b>5. How I Relate to Others</b>		
	Group Role Play and Evaluation	10
	Journal	10
	Communicating in Your Career (Multi-Media)	
		<b>25</b>

Your final grade will be the sum of your **best 4** marks from the 5 topic areas.

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.

## FINAL GRADES

A+	Excellent	90% -f
A	Outstanding	80% - 89%
B	Above Average	70% - 79%
C	Satisfactory	60% - 69%
R	Unsatisfactory	below 60%
		(Course must be repeated)

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## 1. College As Part Of My Life

Time Management	5	
Test	10	
College Shock	1Q	
	25	25

## 2. What they write ...What I write

Textbook & Notetaking Assignments	15	_____
Multi-media Tutorial Quiz	5	_____
Study Skills Inventory	5	_____
	25	25

## 3. Psychology of Study

Journal	10	_____
Test	10	_____
Tool Work Encyclopedia	5	_____
	25	25

## A Mind For All Reasons

Written Assignment	10	_____
Group Problem Solving	10	_____
Carmen Santiago	5	_____
	25	25

## 5. How I Relate to Others

Group Role Play and Evaluation	10	
Journal	10	
Communicating in your Career (Multi-media)	5	
	25	25

## .REMEMBER:

**THE SCORES FOR EACH UNIT WILL BE TOTALLED AND THE BEST FOUR UNITS WILL BE USED TO GIVE A FINAL PERCENTAGE MARK.**

