


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

COURSE OUTLINE

COURSE TITLE **Personal Management**
CODE NO. : HDG 111-4
PROGRAM: General Arts & Science
SEMESTER: Winter
DATE: **January** 1991
INSTRUCTOR: Betty Brady

New: Revised: X

Approved: 
L. Le'an

Date - / /

Course Objectives

Upon successful completion of HDG 111 - 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.
9. Show mastery of basic oral presentation techniques.

Assignments

% of Grade

Master Schedule	5 %
Notetaking	10 %
Completion of D.A.T. and participation in its interpretation	10 %
Mid-semester test	20 %
Career Research presentation	20 %
Final test	20 %
Participation	15 %
	100 %

You will be given notice of assignments, tests and presentations at least one week in advance. Failure to submit an assignment, take a test or turn up for your presentation 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. ^fc ^F

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.

<u>Week</u>	<u>Topics</u>
1	Introduction, Course Outline, Adjustment to College Handing out of Career Planning Assignment and Interest Surveys, Group Exercises.
2	Time Management
3	Textbook Reading
4	Memory, Listening

During weeks 3, 4, 5, out-of-class times will be scheduled for you to take the Differential Aptitude Tests (D.A.T.) You will be given adequate prior notice of dates and times. The D.A.T. will be administered in either one 4-hour session, or two 2-hour sessions.

5,6,7	Notetaking, Test Preparation
7	Mid-term
8	D.A.T. Interpretation
9	Scanning and Skimming
10,11	Interpersonal Communication Skills Presentation Skills Exam and Test Preparation Review
12,13,14	Presentations and Review of Presentations
15,16	Course Review, Conclusion, Final Test

Final Grades

A+ = Excellent	86% +
A = Outstanding	81% - 85%
B - Above Average	71% - 80%
C = Satisfactory	60% - 70%
R = Unsatisfactory,	below 60% (course must be Repeated)

CAREER PLANNING ASSIGNMENT for PERSONAL MANAGEMENT

HDG 111-4

You are to go out into the community to interview a professional in his/her workplace and record information which you will present orally to the class.

The person that you interview should have a college diploma, university degree or some formal post-secondary training.

Your choice of professional person must be approved by your teacher.

No person may be interviewed by more than one student.

THE LIFE SKILLS AND ACADEMIC SKILLS NEEDED TO COMPLETE THIS ASSIGNMENT INCLUDE

- * RESEARCH
- * INITIATIVE
- * ORAL PRESENTATION
- * INTERVIEWING TECHNIQUE
- * INTERPERSONAL COMMUNICATION
- * ORGANIZATION OF MATERIAL

The development of these skills will be covered in class.

Note: Use your initiative!

Don't cop out by interviewing relatives, lovers, friends (or college personnel in whose job you have no real career interest).

When you have thought about the kind of job you are interested in, your teacher may be able to give you some advice on how to get in touch with someone, BUT IT IS YOUR RESPONSIBILITY to do the rest.

Whatever you do, make sure that you let the person know who you are and exactly what you require of him/her and why.

Avoid personal areas like salary unless the information is volunteered.

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