

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 1993

INSTRUCTOR: Various

New: _____ Revised: **X** _____

Approved: **"7 '7/^ r ^ L** **Of 0%**
DEAN DATE

Personal Management
Course Name

HDG111-4
Code No.

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: **Becoming a Master Student.** 6th Edition
by David Ellis

Recommended Reading: **How to Study in Collee***
2nd ed. by Walker Pauk

Reading and Study Skills*
by John Langer

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:

<u>Segments/Topic Areas</u>	<u>Assignments & Evaluation Methods</u>
1. Adjusting to College, Time Management, Learning Styles	Time Management Schedule: 5% Test: 15% Attendance/Participation: 5% Total 25
2. Career Exploration	DAT & Interpretation: 10% Interest/Personality Surveys: 5% Career Research Assignment: 10% Total 25
3. Memory &. Concentration and Test Preparation	Test: 20% Attendance/Participation: 5% Total _____
	25

Textbook Reading and
Note taking

Test on Textbook Reading: 10%
Test on IMotetaking: 10%
Attendance/Participation: 5%

Total _____
25

5. Communication and Problem Solving

Test: 15%
Attendance/Participation: 10%

Total
25

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

<u>Weeks:</u>	<u>Segments/Topic Areas:</u>
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, IMotetaking
15 - 17	Communication and Problem Solving

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)	