

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

COURSE OUTLINE

COURSE TITLE: Personal Management

CODE NO.: HDG111-4

PROGRAM: General Arts & Science

SEMESTER: Fall/Winter

DATE: January 1994

INSTRUCTOR(S): Judith Morris, Helen Murdoch and Richard Page

New:

Revised: ___X

Approved:


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PHILOSOPHY/GOALS

This course equips you with the skills 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 interpersonal communication. You will also discover how learning and personality styles influence career choices.

OBJECTIVES

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

1. understand the responsibilities of a college student, by reaching seminar group consensus on case study situations and sharing these findings with the rest of the class.
2. display a knowledge of time-management skills by completing a *WHOLE-LIFE* pie chart, *FUTURE WHEELS* plan and a *WEEKLY SCHEDULE* plan.
3. identify your learning profile by completing and receiving interpretation of the Learning Styles Inventory and the Myers Briggs Personality test.
4. describe the roles of the brain and motivation in memorization and test/exam strategies.
5. demonstrate active listening and concentration skills through various assignments/tests.
6. apply *STUDY SKILLS* techniques in the areas of notetaking and textbook reading, by completing classroom activities, tests and group assignments.
7. display a knowledge of critical thinking and lateral thinking skills, by completing a variety of individual and group activities.
8. identify a variety of interpersonal communication methods and complete a personal inventory and a personal plan.

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 for Q 20 students
Hour 3	<i>STUDENT DIRECTED GROUP SEMINAR</i> for 6/7 students
Hour 4	<i>INDIVIDUAL STUDENT ACTIVITY OR ASSIGNMENTS</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

- | | |
|---|----------------------|
| 1. COLLEGE AS PART OF MY LIFE | WEEKS 1 - 4 |
| Time Management
Stress Management
Relationships
Health and nutrition tips | |
| 2. WHAT THEY WRITE.. WHAT I WRITE | WEEKS 5 - 7 |
| Textbook reading
Scanning and skimming
Speed reading
Notetaking | |
| 3. THE PSYCHOLOGY OF STUDY | WEEKS 8 - 10 |
| Learning styles/Personality styles
Memorization
The different kinds of assignments and test
How to prepare for assignments and tests
Concentration and listening skills | |
| 4. A MIND FOR ALL REASONS | WEEKS 11 - 13 |
| Problem Solving
Logic
Decision making
Creativity | |
| 5. HOW I RELATE TO OTHERS | WEEKS 14 - 16 |
| Overview of Interpersonal Communication Techniques
Introduction to "I'm O.K. You're O.K.)* Roles | |

TEXTBOOK AND RESOURCES

Learning for Success - Skills & Strategies for Canadian Students. Joan Fleet, Fiona Goodchild,
Richard Zajchowski

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

COURSE EVALUATION

1. College As Part Of My Life		
	Time Management Schedule	5
	Test	15
	Group Seminar	5
		<hr/>
		25
2. What they write...What t write		
	Textbook Assignment	10
	Notetaking Test	10
	Class Activities	5
		<hr/>
		25
3. Psychology of Study		
	Journal	10
	Test	5
		<hr/>
		25
4. A Mind For All Reasons		
	Written Assignment	15
	Group Problem Solving	10
		<hr/>
		25
5. How I Relate to Others		
	Group Role Play and Evaluation	10
	Journal	15
		<hr/>
		25

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