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SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

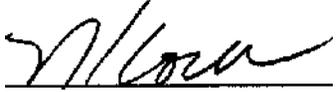
COURSE TITLE: Personal Management

CODE NO.: HDG 111-4 SEMESTER: One

PROGRAM: Correctional Workers, Teacher Aide, General Arts & Science

W AUTHOR: Mary-Lynn Murphy

DATE: September 1990 PREVIOUS OUTLINE DATED: January 1990

APPROVED: 
DEAN

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DATE

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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

HOG 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 volunteered.

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Career Planning Assignment for HDG 111-4

Page 2

Your report to the class must cover all of the following:

- name of person interviewed
- date of interview
- job title
- length of time in that job
- description of workplace, facilities > equipment usea
- Kinds of people that person 'deals 'with
- typical day of work * .
- post-secondary educational background
- colleges where the program is offered *
- career background i
- opportunities for career advancement (even if person is not interested in pursuing them
- skills, other than those learned in school, that the person feels are essential or useful in performing job
- high points in the job - provide anecdotes, examples
- frustrations with the job - provide anecdotes, examples
- advice to anyone interested in entering that field
- any additional information that you may find out
- conclusion: YOUR impressions of the job

Evaluation: You will be evaluated on special sheets by classmates and teacher and your mark will be a combination of:

WRITTEN PLAN.....	5%
(to be submitted one week prior to presentation)	
ORAL PRESENTATION: Class evaluation.....	5%
Instructor evaluation.....	10%
Total.....	
	20%

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