

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE MARIE, ON**



COURSE OUTLINE

Course Title: PERSONAL MANAGEMENT

Code No.: HDG111

Semester: FALL/WINTER

Program: SELECTED POST SECONDARY PROGRAMS

Author:

Date: JANUARY 1997 **Previous Outline Date:** SEPTEMBER 1996

Approved: _____

Dean

Date

Total Credits: 4

Prerequisite(s):

Length of Course:

Total Credit Hours: 64

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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, financial 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. reach seminar group consensus on case study situations that relate to responsibilities and common issues confronted by college students.
2. apply *STUDY SKILLS* techniques in the areas of notetaking and textbook reading, by completing classroom activities, tests and group assignments.
3. identify the cultural influences on time management, recognize its relationship with personal well-being and complete a *WEEKLY SCHEDULE*.
4. recognize the wide causes, symptoms and historical attitudes towards stress.
5. identify your learning profile by completing and receiving interpretation of the Learning Styles Inventory.
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</i> or <i>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

1. **COLLEGE k SKILLS** WEEKS 1 - 4
College Orientation
Study Skills Inventory
Textbook Reading Techniques
Notetaking Skills

2. **STRESS MANAGEMENT** WEEKS 5 - 7
Time Management
College Stress Management
Financial Management

3. **THE PSYCHOLOGY OF STUDY** WEEKS 8 - 10
Learning styles/Personality styles
Memorization
Preparing for different kinds of assignments and test
Blooms Taxonomy of Learning

4. **A MIND FOR ALL REASONS** WEEKS 11 - 13
Creativity
Problem Solving (as an individual and as part of a group)
Mental Paradigms
Decision Making

5. **HOW I RELATE TO OTHERS** WEEKS 14 - 16
Overview of Interpersonal Communication Techniques
Assertive Communication
Introduction to "I'm O.K. You're O.K." Roles

RESOURCES

No textbook is required. Lecture notes and class handouts will be distributed.

Multimedia assignments are included in the yellow booklet.

A 3 and 1/4 inch High Density disk is required for the multimedia assignments.

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

COURSE EVALUATION - Assignments & Tests

Unit 1.	College & Skills	
	Orientation	5
	Journal	10
	Notetaking Test	1Q
		25
Unit 2.	Stress Management	
	Time Management Schedule	5
	Financial Management Plan	10
	College Shock Journal	1£
		25
Unit 3.	Psychology of Study	
	Journal	10
	Test	10
	Tool Work Encyclopedia	fj
		25
Unit 4.	A Mind For All Reasons	
	Written Assignment	15
	Group Problem Solving	1Q
		25
Unit 5.	How I Rdate to Others	
	Group Role Play and Evaluation	10
	Journal and Multimedia Career Assignment	jjj
		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)