



# COURSE OUTLINE

## HDG122

Prepared: General Arts and Science Department    Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

<b>Course Code: Title</b>	HDG122: PERSONAL AND ACADEMIC SUCCESS STRATEGIES
<b>Program Number: Name</b>	1115: GAS-UNIV TRANSFER
<b>Department:</b>	GENERAL ARTS & SCIENCE
<b>Semester/Term:</b>	18W
<b>Course Description:</b>	<p>This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning and developing emotional intelligence. In addition, you will develop and produce a 'Personal Profile' that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.</p>
<b>Total Credits:</b>	3
<b>Hours/Week:</b>	3
<b>Total Hours:</b>	45
<b>Substitutes:</b>	HDG111
<b>Essential Employability Skills (EES):</b>	<p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#4. Apply a systematic approach to solve problems.</p> <p>#5. Use a variety of thinking skills to anticipate and solve problems.</p> <p>#7. Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>#8. Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>#9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for one's own actions, decisions, and consequences.</p>
<b>General Education Themes:</b>	Personal Understanding
<b>Course Evaluation:</b>	Passing Grade: 50%, D

**Evaluation Process and Grading System:**

Evaluation Type	Evaluation Weight
Exam	15%
Portfolio of active learning	25%
Presentation	20%
Written assignments	40%

**Books and Required Resources:**

No textbook is required

**Course Outcomes and Learning Objectives:****Course Outcome 1.**

Develop skills to adapt to college life

**Learning Objectives 1.**

• Learn college customs i.e. expectations, policies, formats

• Explore college resources

• Demonstrate improvement in academic skills (oral presentation skills, reading strategies, note-taking, memory techniques, etc.).

**Course Outcome 2.**

Explore and understand personal responsibility

**Learning Objectives 2.**

• Develop guided-journal writing techniques

• Identify students' past patterns of behavior and choices

• Show self-acceptance through theory and practice

• Complete and understand individual locus of control

• Differentiate between "victim" and "creator" choices

• Master "creator" language

• Make "wise choices"

**Course Outcome 3.**

Analyze external and internal factors that contribute to student development

**Learning Objectives 3.**

• Explore self-esteem

• Understand the role of mentors

• Commit to one's success

**Course Outcome 4.**

Discover students' academic and personal potential

## **Learning Objectives 4.**

- â€¢ Explore oneâ€™s life roles and dreams
- â€¢ Apply inner motivation theory
- â€¢ Design a life plan
- â€¢ Examine attitudes and the major contributors to oneâ€™s life roles and dreams
- â€¢ Reflect on oneâ€™s â€œmultiple intelligencesâ€ and learning styles

## **Course Outcome 5.**

Discover and apply self-management techniques to increase personal well-being

## **Learning Objectives 5.**

- â€¢ Examine time management tools
- â€¢ Analyze time quadrants
- â€¢ Identify procrastination factors
- â€¢ Construct a personalized time management schedule
- â€¢ Assess personal stress level
- â€¢ Formulate a plan to reduce stress
- â€¢ Identify elements of good financial management
- â€¢ Explore available financial opportunities

## **Course Outcome 6.**

Explore interdependent relationships

## **Learning Objectives 6.**

- â€¢ Identify dependent, co-dependent, independent, and interdependent relationships
- â€¢ Investigate interdependence in the community
- â€¢ Improve listening skills
- â€¢ Develop assertive communication skills

## **Course Outcome 7.**

Gain Self Awareness

## **Learning Objectives 7.**

- â€¢ Identify self-sabotaging forces
- â€¢ Investigate self-respect factors and integrity
- â€¢ Understand emotional intelligence theory
- â€¢ Assess individual emotional intelligence

## **Course Outcome 8.**

Adopt life-long learning

## Learning Objectives 8.

- â€¢ Differentiate the processes of learning
- â€¢ Complete learning styles assessments
- â€¢ Explore opportunities of adapting teaching and learning strategies

## Course Outcome 9.

Develop a personal portfolio

## Learning Objectives 9.

- â€¢ Use computers to generate readable, well formatted, college-level material for all assignments.
- â€¢ Navigate the internet to find appropriate materials for various assignments.
- â€¢ Produce a personal portfolio with personal and academic reflective activities that shows:
  - studentâ€™s identification of previous and current behavior patterns and life choices,
  - studentâ€™s exploration of future and new academic and personal possibilities.

**Date:**

Thursday, January 25, 2018

Please refer to the course outline addendum on the Learning Management System for further information.