

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

COURSE OUTLINE

COURSE TITLE **Personal Management**
CODL NO. HDG 111-4
PROGRAM: Law and Security
SEMESTER; Fall
DATE: September 1990

New: Revised: X

Approved: yj / / ^sfSU
 Chairperson

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Date

HDG 111-4 PERSONAL MANAGEMENT

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 in day-to-day organization and interpersonal communications as well as in interview and presentation techniques.

Credits: 4 Duration: 16 weeks (3 hours per week)

Textbooks and Resources

COMPULSORY TEXT: Keys to College Success, 2nd ed.,
by Minnette Lenier & Janet Maker

Recommended Reading: How to Study in College, *
2nd ed. by Walter Pauk

Reading and Study Skills *
by John Langer

* A few copies are kept in the Learning Assistance Centre (E321) and may be signed out by students. Copies may also be found in the Sault College Library.

Many other books and pamphlets as well as free advice are available in Sault College's Counselling Centre in E134.

Instructional Methods

A variety of methods, including lecture presentation, group discussion and activity, directed readings, audio-visual presentation, and student 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 G.A.S. office.

Course Objectives

Upon successful completion of HDG 111 - 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.
9. Show mastery of basic oral presentation techniques.

| <u>Assignments</u> | <u>% of Grade</u> |
|--|-------------------|
| Master Schedule..... | 5 % |
| Notetaking..... | 10 % |
| Completion of D.A.T. and participation in its interpretation | 10 % |
| Mid-semester test..... | 20 % |
| Career Research presentation..... | 20 % |
| Final test..... | 20 % |
| Participation | 15 % |
| | <u>100 %</u> |

You will be given notice of assignments, tests and presentations at least one week in advance. Failure to submit an assignment, take a test or turn up for your presentation 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.

| <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,b,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

HDG 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 is volunteered.

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Career Planning Assignment for HDG 111-4

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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 used
- kinds of people that person deals with
- typical day of work
- post-secondary educational background
- colleges where the program is offered
- career background
- 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~% |