ABEN 109INT Personal Management Skills
3 Credits, 45 hours

Development of personal and interpersonal skills including goal setting, leadership and management skills, coaching and mentoring and a personal development plan.
Prerequisites and/or co-requisites ABEN 100INT or consent of the Program Chair

Instructor

Tami Kane
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Office Hours
Office hours are flexible. Contact your instructor to book an online or a telephone meeting.

Online Delivery: iLearn.Keyano.ca

Required Resources

Textbook titles:
No additional textbook required.

Other supplies: Computer, internet access and a headset (microphone is recommended for online meetings).

Course Outcomes

Upon successful completion of the course, the student shall be able to:

- Devise a personal professional growth plan that incorporates their chosen management style into how they plan to run their new business venture
- Select methods to motivate employees and enhance workplace satisfaction
- Demonstrate strategies to develop effective teams
- Compare strategies for effective delegation

Evaluation

Evaluation		Value
Assignment #1	A Great Place to Work Analysis	15%
Assignment #2	Team Development	10%
Assignment #3	Team Work and Effective Delegation	25%
Assignment #4	Professional Growth Plan	15%
Quizzes	3 Quizzes @ 5% each	15%
Online Activities	Participation in wikis, forums, resource sharing, meetings	20%

Assignments

All assignments must be submitted electronically through Moodle.

Assignment Due Dates

All **course work is due by midnight on date posted** in Moodle. Students are eligible for **one** extension per course; this 48 hour extension applies to major assignments only and the student is expected to contact the instructor prior to the event. Expect to spend at least 15-20 hours per week to complete all the reading, discussion forums, online meetings, activities, and assignments within a module.

The minimum pre-requisite for progression is 1.7 (refer to Grading System following)

Grading System

Descriptor	4.0 Scale	Percent
	4.0	96 – 100
Excellent	4.0	90 – 95
	3.7	85 – 89
	3.3	81 – 84
Good	3.0	77 – 80
	2.7	73 – 76
	2.3	69 – 72
Satisfactory	2.0	65 – 68
Minimum Prerequisite	1.7	60 – 64
Poor	1.3	55 – 59
Minimum Pass	1.0	50 – 54
Failure	0.0	0 – 49

Proposed Schedule of Topics

	Topic	Evaluation
Week 1 November 18 – 24	Management Styles A Great Place to Work	Online activity Theory Quiz #1 Assignment #1
Week 2 Nov. 25 – Dec. 1	Team Development	Online activity Theory Quiz #2 Assignment 2 – Team Development
Week 3 Dec. 2 – Dec. 8	Effective Delegation / Decision Making	Online activity Theory Quiz #3 Assignment 3 Project
Week 4 Dec. 9 - 15	Professional Growth Plan	Online activity Assignment 4 – Professional Growth Plan

Please Note:
Date and time allotted to each topic is subject to change.

Student Attendance

This online course does not have scheduled classes, but students are expected to participate in weekly web meetings. Each web meeting will provide an introduction to the module, an assigned reading, and an assignment overview. It is recommend that you set up a weekly schedule of 15-20 hours to successfully complete this course.

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Laboratory Safety

In the science laboratories, safety is important and therefore students must complete the *WHMIS for Students* online training course on Moodle before entering the science laboratories.

Students must comply with the mandatory laboratory safety rules for this course as provided in the laboratory manual. Failure to do so will result in progressive discipline such as a verbal warning, refused entry into the laboratory, or suspension from the College.

Before entering the lab, students are responsible reviewing the lab manual and relevant Safety Data Sheets for the purpose of evaluating risks associated to health. Some hazards used in the laboratory may have additional risks to those with pre-existing medical conditions.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre, Wellness Services and Student Life Department work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934.

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 8:30 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

Student Life Department (CC210) is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.