

Bruce Clark**Career and College Success Skills**

<Program Name>

Professor's Name:	Bruce Clark	Course Number:	MGT8100
Email:	Bruce.Clark@algonquincollege.com	Course Section:	020
Phone:	3435	Academic Year:	2009-2010
Office:	B322b	Term:	Fall
Out of Class Assistance:		Academic Level:	

Section Specific Learning Resources**Books required**

- ❖ MGT8100 Career and College Success Skills Exercise Book by Bruce Clark

Learning Schedule

8-Sep	Introduction/Welcome Expectation Exercise	
15-Sep	Research for Campus Exploration Exercise	
22-Sep	Campus Research Presentations	20%
29-Sep	Campus Research Presentations (cont'd)	
6-Oct	Sensing Your Direction Webmail and Calendar Lab Exercise	
13-Oct	Time Management Acknowledging sources vs. plagiarism Choose a topic and sign up for Student Issues research teams.	
20-Oct	Do research for PowerPoint presentations on Student Issues. Compile PowerPoint presentations.	
27-Oct	Procrastination Taking notes from lectures and textbooks	Powerpoint Presentations in Dropbox before first class next week.
3-Nov	Student Issues Presentations	20%
10-Nov	Student Issues Presentations	
17-Nov	Library / Internet scavenger hunt Taking the Online Personality Test	
24-Nov	Personality and Success	
1-Dec	Memory Techniques Dealing with Difficult People	
8-Dec	Submit Exercise Books	50%
	Participation	10%
15-Dec	Exam Week.	

Other Important Information

Examples of other information that may be included:

- ❖ No use of laptops in the classroom
- ❖ Late assignments lose 10% per day for up to 3 days, after which the student receives zero.