

ACSKL 110, STRATEGIC POSTSECONDARY ACADEMIC SKILLS

3 credits, 15 weeks, 3 hours / week

This course is designed to increase students' chances for success in college. Topics include higher education terminology; learning strategies and styles; setting college and career goals; adjusting to campus diversity; time management; stress management; active listening skills; building a positive student-teacher connection; effective group work skills; note-taking; test-taking and study strategies; student rights and responsibilities; and getting the most from Web CT*; file management and security; as well as basic file transfer issues.

*Although this is the course description as stated in the credit calendar, we will be focusing on Moodle instead of WebCT as the college has migrated to the Moodle platform.

Instructor

Linda Mason
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Office Hours

Office Hours: Monday – Thursday (8.30 – 9.00am)
Monday – Wednesday (12.00 – 1.00pm)

Hours of Instruction

Monday, Wednesday, Thursday (10.00 – 11.00am)

Required Resources

None at this time; texts may be added as course progresses.
Supplementary materials provided by the instructor.

Course Outcomes

At the completion of the course, students will:

- evaluate personal learning needs and establish academic or personal goals
- interpret higher education terminology
- build effective student-teacher connections
- practice strategies to adjust to campus diversity
- demonstrate time and stress management strategies
- demonstrate active listening skills
- work effectively and cooperatively in groups
- demonstrate improved and more frequent note taking and study skills in all subjects

Evaluation

Assignments	100%
TOTAL	100%

Although this course is graded on a pass/fail basis, a minimum grade of 50% overall must be achieved in order to receive a pass.

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

Grading System

Descriptor	4.0 Scale	Percent
Excellent	4.0	96 – 100
	4.0	90 – 95
	3.7	85 – 89
Good	3.3	81 – 84
	3.0	77 – 80
	2.7	73 – 76
Satisfactory	2.3	69 – 72
	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

Week	Date	Proposed Topic *Subject to Change
Week 1	January 5 th	Introduction - Team Building
Week 2	January 12 th	Being a College Student
Week 3	January 19 th	Goal Setting
Week 4	January 26 th	Values
Week 5	February 2 nd	Ethics and Morals
Week 6	February 9 th	Learning Styles
Week 7	February 16 th	Time Management
Week 8	February 23rd	Reading Week
Week 9	March 2 nd	Stress Management
Week 10	March 9 th	Communication
Week 11	March 16 th	Authentic Happiness
Week 12	March 23 rd	Attribution Theory
Week 13	March 30 th	Feedback - Johari Window
Week 14	April 6 th	Heroes - Film Study
Week 15	April 13 th	Roles and Role Models
Week 16	April 20 th	Review/Catch Up/Wrap Up

Please Note:

Date and time allotted to each topic is subject to change. 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.

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

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Specialized Supports**Counselling and Disability Services**

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Linda Mason, Instructor

Lisa Turner, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office