



**DEPARTMENT OF ACADEMIC UPGRADING
COURSE OUTLINE – Winter 2021**

AD0101 (A3): Study Skills Tutorial – 5 (0-0-5) 75 Hours for 15 weeks

INSTRUCTOR: Tanya Keller **PHONE:** 780-539-2980
OFFICE: J216 **E-MAIL:** TKeller@gprc.ab.ca
OFFICE HOURS: As posted on myClass.

WINTER 2021 DELIVERY: Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca.
Note: GPRC reserves the right to change the course delivery.

CALENDAR DESCRIPTION: This is an individualized program of study skills, planned and supervised study time and tutorial assistance. Components of the course include developing study skills needed for success in college courses, managing and prioritizing study time and working on assignments and projects with supervised tutorial assistance for select courses.

PREREQUISITE(S)/COREQUISITE: Students who meet the admission requirements for entry into GPRC's Academic Upgrading are eligible to take AD0101 Study Skills Tutorial.

REQUIRED TEXT/RESOURCE MATERIALS: A textbook will be provided. It must be returned at the end of the course.

DELIVERY MODE(S): Classroom instruction and lab. Use of myClass is required. This course will consist of seminars, discussion, and self-study tutorials. Daily attendance is required. Each day students must fill in that day's section of the Weekly Progress Sheet. Weekly Progress Sheet and week's accomplishments section must be completed, and the completed sheet must be handed in every Friday.

COURSE OBJECTIVES: As a result of this course, students will have a better understanding of themselves and the tools they need to be successful in school and the work force. Students will be aware and invested in the idea of becoming lifelong learners.

LEARNING OUTCOMES: Students should be able to:

- Recognize, discuss and evaluate personal and academic qualities
- Identify and practice effective learning and study strategies
- Differentiate between positive and negative practice self-management skills (time management, priority setting and decision-making)
- Appraise individual self-management skills and identify strategies for improvement
- Discuss and analyze techniques to organize home and studying around other life/work commitments
- Recognize, practice and use high-performance academic skills (including note taking, test taking, memory building)
- Analyze decision-making processes and plan for positive/advantageous choices
- Explain and discuss emotional barriers that sabotage personal, academic and/or career success

- Consider, analyze and discuss the outcomes of present and future choices/decisions
- Compare basic education to lifelong learning
- Describe and discuss how to access both College and community support services

TRANSFERABILITY: N\A

EVALUATIONS: Regular attendance is required. **If FIVE (5) or more classes are missed, you will receive no-credit for the course.** Activity assignments and progress sheets must be completed and handed in every Friday. **If two or more weekly progress sheets and two or more activity assignments are missed, you will receive no-credit for the course.**

GRADING CRITERIA: Credit will be given for completing the course requirements. Failing to do so will result in a no-credit grade.

STUDENT RESPONSIBILITIES:

Refer to the College Policy on Student Rights and Responsibilities at www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES

Attendance: If you miss 5 or more classes, you will receive no-credit for the course.

Lateness: Lateness will not be tolerated.

Cell Phone Use: Turn them off during class time.

Assignments and progress sheets: These are due on Fridays at the beginning of class. Submit assignments on time.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>