

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE:	ACE Self Management / Self Direction		
CODE NO. :	SEL93	SEMESTER:	Fall 2012
PROGRAM:	Academic Upgrading		
AUTHOR:	Heather Ferguson		
DATE:	June 2011	PREVIOUS OUTLINE DATED:	September 2010
APPROVED:	"Carolyn Hepburn"		Aug. 22/12
	DIRECTOR	DATE	
TOTAL CREDITS:	No post-secondary credit		
PREREQUISITE(S):	ENG044, appropriate score on the English placement exam, or permission of the instructor		
HOURS/WEEK:	2 hours in-class		

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For additional information, please contact Carolyn Hepburn, Director
School of Academic Upgrading
(705) 759-2554, Ext. 2499

I. COURSE DESCRIPTION:

The Self-Direction course provides students with an opportunity to learn and use success strategies that can be applied to their academic, employment and personal lives. The strategies will equip them with the knowledge, skills and behaviors to become effective, confident and flexible learners. The course will focus on areas such as self-reflection, critical thinking, goal setting, study skills, organizational skills, group dynamics and career/employment exploration.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. **Become a self-directed learner capable of achieving the best possible results in school, work and personal life.** Students who have successfully completed this course will have demonstrated their ability to use success strategies that promote lifelong learning that can be applied in their personal, employment and academic lives.

Potential Elements of the Performance:

- Demonstrate a variety of self-assessment and self-reflection techniques
- Use systematic methods to solve problems and make decisions
- Demonstrate responsibility in his/her role as learner
- Formulate achievable educational, employment and personal goals
- Use efficient learning strategies to facilitate the learning process
- Use organizational techniques and approaches to meet deadlines
- Work effectively with other students on an individual basis and in a group setting
- Demonstrate knowledge and use of college structure, supports and resources
- Demonstrate knowledge of community resources, structures and supports
- Embrace the belief that learning continues for life

III. TOPICS:

1. Self-Assessment and Reflection
2. Organizational Skills (Time mgmt, goal-setting, training plans)
3. Career preparation and job search strategies
4. Study Skills and Learning Strategies
5. Critical Thinking and Decision Making

6. Communication Skills (Conflict Resolution and Group Interaction)
7. Diversity and Relationships

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

BAMS: The Essential Guide to Becoming a Master Student. Oscar Velasquez. Wadsworth-Cengage Learning (2010).

Various modules provided by the Academic Upgrading office.

V. EVALUATION PROCESS/GRADING SYSTEM:

Journaling/reflection papers	39%
Exercises/assignments	23%
Quizzes	21%
Career research module	17%

The following semester grades will be assigned to students:

Grade	<u>Definition</u>
A+	90 – 100%
A	80 – 89%
B	70 – 79%
F (Fail)	69% and below
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Attendance and progress:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Students can be withdrawn from the Academic Upgrading program for non-attendance and/or lack of progress. See the Academic Upgrading policies and procedures for more details.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.