

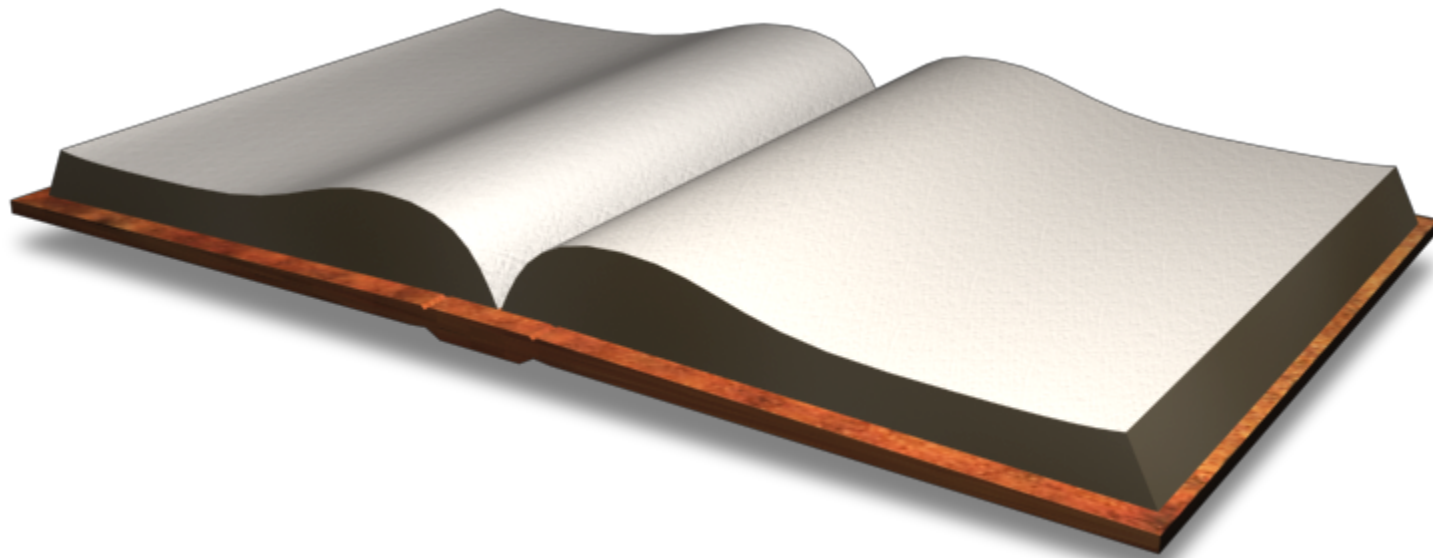
To View This Presentation

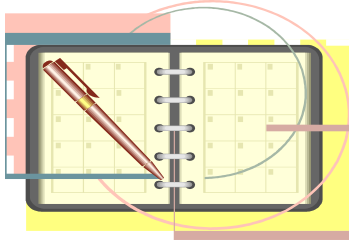
- You can use the down or up arrow keys to move through the pages.
- Now, click “Slide Show” on your top menu.
- and then “View Show.”



Welcome to De Anza's
Academic Skills Center

You have enrolled in our
Self-paced Academic Skills program at De
Anza College.





What are Self-paced Courses?

- Self-paced courses allow you to work at your own pace.
- They also give you an opportunity to focus on those learning areas you think you need to improve upon.
- And they provide flexibility. You can set up your own schedule and work when it is convenient for you.

Working Together



- Your goal is to focus on your Skills assignments and gain knowledge in your content area.
- Our goal is to help students at all levels become better learners and gain the confidence and skills to achieve their greatest possible academic success.



Our Courses

We offer $\frac{1}{2}$ unit courses in:

- Writing
- Grammar
- Reading
- Vocabulary
- Basic Math
- Spelling
- Study Skills

You may be enrolled in one or two of these courses initially.

Since each course requires 12 hours of work, we recommend no more than two courses during a quarter.

Our Location & Hours



The Academic Skills Center is located in LC 107A

We are open:

Mornings: Monday through Friday
8:30AM to 12:30PM

Afternoons: Monday through Thursday
1:30PM to 5:30PM

– Note: The center is closed every day 12:30PM to 1:30PM.

Please remember to turn off your cell phone or other media while working on your Skills assignments. Eating and drinking are NOT permitted.

Our Staff



Diana Alves De Lima, *Co-Director/Instructor*

Karen Oeh, *Skills Center Coordinator*

Sandy Blackborow, *Specialist Coordinator*

Silvia Angelova, *Instructional Assistant*

Heather Qwilleran, *Office Assistant*

Tai Nguyen, Office Assistant



Materials

1. You will only need one bound (non-spiral) notebook for your daily assignments, regardless of the number of Skills courses you are taking.
2. Please keep your notebook filed in your folder.

Course Requirements



1. Attend and complete 12 hours of work per course, and show progress in your course assignments.
2. Attend an instructor conference during a 12-week quarter. These conferences are highly recommended for Skills students.
3. Work when the center is open. If your schedule is tight, you may work up to six hours online if that option is appropriate to your learning needs and goals.
4. Provide written work in your notebook.
 - Notebooks should stay in your lab folder until your hours are completed.
 - Online assignments and reflections should be submitted by the last date of instruction.

See the next frame for more information about online Skills instruction.
5. Review the [Syllabus](#) to understand course requirements and procedures.



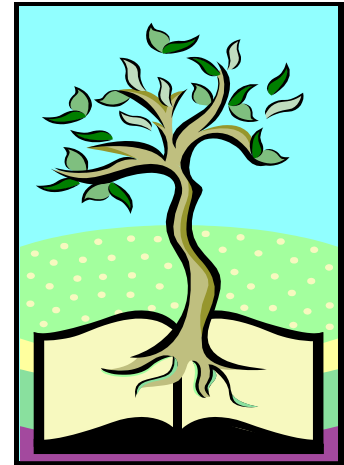
Online Skills Instruction

- For your convenience, you may request online assignments by checking the box on the log sheet.
- When the instructor evaluates your diagnostic and establishes your learning needs, he or she may set up internet-based assignments for you.

The instructor will give you specific instructions on how to do these assignments and a due date when to submit them.

- You can work up to 6 hours online for credit per class.

Skills Workshops



Skills workshops on various topics are available and are strongly recommended for all Skills students. These workshops begin week 4 and continue through week 8 of the quarter.

Workshops are taught by instructors and support specialists. They are 50-minutes long and count as attendance credit.

The Staff will provide you with a current workshop schedule. Space is limited, so sign up early!

To download an additional workshop schedule, go to...

<http://www.deanza.edu/studentsuccess/tutorial>

Course Procedures



If you are unclear about any information when you have finished reading this orientation ask questions.

Now your next step is to set up a blue folder in the Skills Center.

Complete Your Lab Folder!



- *The Skills staff will direct you to complete the information inside your BLUE folder.*
- *Your folder will be kept in the file cabinet.*
 - *Ask the Staff for assistance if you cannot find your folder.*

The next step is to complete your Diagnostic

Complete Your Diagnostic



When your folder is complete, you will complete a Skills Diagnostic for your course.

This diagnostic will help us understand your learning needs.

Your next step is to set up your instructor conference

Set up an Instructor Conference

- In order to set up an instructor conference, see the Skills staff to make your appointment.
- Be sure to attend your scheduled conference.
- Your instructor will go over your diagnostic test, talk to you about your assignments, clarify your goals and answer questions you may have.

Your next step is to start your Introductory Assignment.



Start your Introductory Assignment



Your first assignment is called an “Introductory” assignment because it provides you with a good foundation for your learning goals.

Take notes on this assignment, and do any exercises it directs you to do.

You may begin this assignment before you meet with a Skills instructor.

Your next step is to complete all Skills assignments.

Checkpoint Reviews



The Instructional Staff will automatically review your assignments twice during the quarter:

- after you complete 5 hours of work, and again
- after you complete 10 hours of in-house work

When students need Checkpoints, the Staff will place the folder on top of the filing cabinet, otherwise the Staff will re-file your folder.

Of course, if you want more immediate feedback on your work, you may request a Checkpoint Review any time during the quarter.



Your Final Evaluation

- On your last day, complete the [online course evaluation](#) and let the Staff know.
- Submit any Online assignments before the last day of instruction.

Remember...



- Tell the Staff if the assignments are too easy or too hard for you.
- Ask any time if you have questions or are unclear about your assignments.
- And take your notebook and notes home on the last day of instruction.

The End

Thank you for watching
this orientation
presentation!

