

# University Skills

Section 26

**Complementary University Credits (CUC)**

Complementary University Credits are additional to the Faculty degree and certificate requirements stipulated in the University Undergraduate Calendar. These credits are not assessed in any GPA calculation and are not transferable to any degree or Faculty certificate.

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**Courses****Complementary University Credit****UNSS 200 Self-Management Strategies** (1.5 credits)

Prerequisite: Faculty recommendation. Based on the principle of self-efficacy, this course is an introduction to self-management and self-assessment, exploring personal goal setting, time and stress management, mindfulness and motivation. Students gain an in-depth perspective of their individual strengths, develop strategies to deal with personal challenges, and enhance their motivation through exploring career directions. Each student works on an individual project designed to foster self-monitoring and self-reflection within the context of working towards success. A final portfolio compiled by each participant documents individual progress through the term. Successful completion of this pass/fail course depends on excellent attendance and timely completion of all assigned work.

*NOTE: This course does not count for credit in any University program.*

**UNSS 201 Successful Study Strategies** (1.5 credits)

Prerequisite: UNSS 200 and Faculty recommendation. This course focuses on enhancing each student's potential for academic success through developing strategies for active learning. Students explore techniques to enhance their understanding and retention of course material, including the principles of effective note-taking, active reading, preparing for exams and improving memory and concentration. Students are encouraged to apply these strategies in their other courses; for this reason, it is strongly recommended that this course be taken in conjunction with at least one other course. A final portfolio compiled by each participant demonstrates study strategies applied to discipline-specific coursework and reflects on the student's progress through the term. Successful completion of this pass/fail course depends on excellent attendance and timely completion of all assigned work.

*NOTE: This course does not count for credit in any University program.*

**Complementary University Non-Credit****SKIL 401 Digital Skills** (0 credit)

This course comprises a series of future-skills workshops where students receive digital skills training relevant to the labour market. Possible topics include Excel, data analytics and visualization, coding, and user design experience. By the end of this course, students will be able to apply newly acquired digital skills to specific workplace activities. This course is marked on a pass/fail basis.

**SKIL 402 Professional Skills** (0 credit)

This course comprises a series of future-skills workshops where students receive professional skills training relevant to the labour market. Possible topics include business financials, business writing, networking, design thinking, project management, and presentation skills. By the end of this course, students will be able to apply newly acquired professional skills to specific workplace activities. This course is marked on a pass/fail basis.

**SKIL 403 Placement Skills** (0 credit)

This course comprises a series of future-skills workshops where students develop the necessary skill sets and documents to secure a work-integrated learning experience. Possible topics include resumés, cover letters, interviewing, negotiating contracts, and finding work in the gig economy. By the end of this course, students will be able to apply newly acquired skills to secure a work-integrated learning experience. This course is marked on a pass/fail basis.

**SKIL 404 Work-Integrated Experience** (0 credit)

Prerequisite: SKIL 401, 402, 403. This course involves completing a work-integrated learning experience directly related to students' skill development. Students are provided guidance and support in preparing for the work-integrated learning experience and identifying a relevant opportunity. The placement coordinator monitors the student during the experience and formally evaluates them, with input from the employer. Students are paid for the work performed. This course is marked on a pass/fail basis.

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