GAC Study and Communication Skills Syllabus Checklist · 大纲自查表

Tick one box per statement: ☐ not yet ☐ nearly ☐ confident. 每条打一个勾：尚未掌握 / 快会了 / 有把握。

1. GAC003 Study Skills for Independent LearningGAC003 自主学习的学习技能

1.1 Reflective Learning 反思性学习

☐☐☐ Recognise different learning styles and intelligences, and analyse personally preferred learning styles and independent learning strategies.

1.2 Time Management Skills I 时间管理技能 I

☐☐☐ Plan a study workload to meet assignment deadlines over a course of study.

1.3 Time Management Skills II 时间管理技能 II

☐☐☐ Plan a study workload to meet assignment deadlines over a course of study.

1.4 The Higher Education Study Environment 高等教育学习环境

☐☐☐ Define the major elements of the higher education study environment.

☐☐☐ Research and evaluate higher education options and create a personal profile and Curriculum Vitae/Resumé suitable for academic and vocational usage.

1.5 Independent Learning 自主学习

☐☐☐ Recognise different learning styles and intelligences, and analyse personally preferred learning styles and independent learning strategies.

☐☐☐ Identify and utilise study skills and strategies that promote effective independent learning.

1.6 Effective Study Strategies 有效的学习策略

☐☐☐ Identify and utilise study skills and strategies that promote effective independent learning.

☐☐☐ Identify and explain study problems and apply strategies for dealing with them.

2. GAC006 Business, Science, Social Science and Psychology I: Communication Skills

GAC006 商科、科学、社会科学与心理学 I：沟通技能

2.1 Understand Self and Relationships with Others 认识自我与人际关系

☐☐☐ Demonstrate a basic knowledge and understanding of personality type differences, and the influences of personal factors on people's behaviour.

☐☐☐ Apply a range of social skills needed for effective communication with others.

2.2 Understanding Groups and Teams 认识群体与团队

☐☐☐ Contribute to effective team relationships by demonstrating knowledge of key leadership styles and team skills and roles.

☐☐☐ Reflect on and record insights from personal experiences and group discussions in the classroom.

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2.3 Life Skills 生活技能

☐☐☐ Demonstrate how an understanding of cultural diversity promotes a healthy and harmonious society.

☐☐☐ Apply a range of social skills needed for effective communication with others.

3. GAC031 Social Emotional Learning through Project Based Learning

GAC031 通过项目式学习开展社会情感学习

3.1 Introduction to Social Emotional Learning (SEL) 社会情感学习（SEL）导论

☐☐☐ Describe the SEL competencies and how they positively impact school, work, and personal life.

3.2 School Service Project Based Learning (PBL) Planning 校园服务项目式学习（PBL）规划

☐☐☐ Apply and evaluate strategies to grow in each SEL competency.

3.3 Design and Develop 设计与开发

☐☐☐ Collaborate with a group to create and share original products improving school culture.

3.4 Revise and Update 修改与完善

☐☐☐ Apply and evaluate strategies to grow in each SEL competency.

☐☐☐ Collaborate with a group to create and share original products improving school culture.

3.5 Share, Present, and Reflect 分享、展示与反思

☐☐☐ Reflect on the application of SEL strategies, including analyzing areas of growth and areas needing more practice.

4. GAC032 Education and Career Navigation: Finding Your Pathways

GAC032 教育与职业导航：找到你的路径

4.1 Create My Profile 建立我的个人档案

☐☐☐ Demonstrate understanding of personal attributes (e.g., interests, strengths, values) important for college and career planning and create a personal profile of attributes.

4.2 Build Up Your Supports and Knock Down Your Barriers 增强支持、破除障碍

☐☐☐ Recognize education and career planning supports and barriers, and apply strategies to build up supports and knock down barriers.

4.3 Connect Your Profile to Your Goals 把个人档案与目标联系起来

☐☐☐ Choose informed education and career goals that best match personal attributes and preferences.

4.4 Find Good Fit Colleges 寻找适合的大学

☐☐☐ Find and evaluate colleges that are a good fit and demonstrate skills in responding to college interview topics.

4.5 Develop Your College and Career Pathway 规划你的大学与职业路径

☐☐☐ Develop and evaluate actions on a personalized college and career pathway and evaluate the college application essay.

4.6 Build Up Your Career Skills 提升你的职业技能

☐☐☐ Explore and plan to build up career skills and demonstrate how to market skills and a personal brand.

5. GAC033 Project Based Learning and Research Methods

GAC033 项目式学习与研究方法

5.1 Introducing PBL: The Driving Question 项目式学习导论：驱动性问题

☐☐☐ Create a clear driving question and research question on a topic of interest.

5.2 Inquiry: The Research Methods 探究：研究方法

☐☐☐ Select research methods appropriate to their topic and design experiment or survey.

5.3 Inquiry: Gathering Information 探究：收集信息

☐☐☐ Use online tools to search for existing body of research relevant to their topic and develop a literature review.

5.4 Inquiry: The Research Question 探究：研究问题

☐☐☐ Create a clear driving question and research question on a topic of interest.

5.5 Synthesis: Literature 综合：文献

☐☐☐ Use online tools to search for existing body of research relevant to their topic and develop a literature review.

☐☐☐ Synthesize information from multiple sources and draft and revise the key elements of a research proposal.

5.6 Synthesis: Proposal/Action Plan 综合：提案与行动计划

☐☐☐ Synthesize information from multiple sources and draft and revise the key elements of a research proposal.

5.7 Critique: Peer Review 评议：同行评审

☐☐☐ Synthesize information from multiple sources and draft and revise the key elements of a research proposal.

5.8 Finalize and Share: Final Proposal and Presentation 定稿与分享：最终提案与展示

☐☐☐ Summarize research proposal and present it to an audience of peers and facilitators.

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