

OCT 09 1998

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ACADEMIC UPGRADING

LL0131- STUDY SKILLS
COURSE OUTLINE

INSTRUCTOR: *D. Wlad.*
OFFICE:
TELEPHONE NUMBER:
CLASSROOM: THE LEARNING CENTRE A208
HOURS:

TEXT/SUPPLIES: There are a number of excellent resources available in **The Learning Centre**. For each lesson, several textbooks will be suggested. These have varying levels of reading difficulty. Choose the book which you are most comfortable reading. TLC texts are part of a class set and may not be checked out. Other students will be using the books, so they need to be available in TLC. **PLEASE DO NOT WRITE IN THE TEXTS**. You are also required to purchase a binder to hold the course outline and all assignments which have to be submitted for marking.

COREQUISITE: EN0120 or EN0130 or equivalent.

COURSE DESCRIPTION: This course is divided into three topics: **time management, note taking, and exam preparation**.

This course is designed for independent study. Days and time in The Learning Centre will be set to fit into the student's schedule

COURSE OBJECTIVE: Upon successful completion of the course, the student will be able to identify, select, and apply various study skills to help manage the demands of an adult learner. The student is required to successfully complete all units and tests with an overall minimum final grade of 60% during the pre-arranged time period.

EVALUATION: Students will be graded on a **credit/no credit** basis. Criteria for credit include: (1) completion of study guides and assignments in each lesson; (2) a minimum average of 60% in the lesson tests. There is a comprehensive test at the end of the course. An overall grade of 60% is required for credit.

EXPECTATIONS: You are expected to arrive on time for the duration of scheduled hours in the Lab. Attendance will be recorded. **If you miss a scheduled lab hour, it is your responsibility to catch up as quickly as possible.**

If you have difficulty in understanding or completing assignments, please seek the assistance of your instructor/assistant.

**LL0131 COURSE
INSTRUCTIONS:**

Assignments or study guides within each lesson may be marked by the student. A key to assignments will be provided by the instructor/assistant who is in the centre. Students should take the opportunity to ask any questions they may have at this time.

The course is made up of 10 study lessons, each of which is designed to take up to one hour to complete. Students may take longer to complete a lesson if they require; however, they should keep in mind they must finish the course within the semester.

Record your answers on lined 8 ½ x 11 inch paper and leave 1 ½ inch margins on both sides for the instructor's comments. Please keep all assignments organized in your binder so that the instructor/assistant can review your work. All work handed in must include **your name, class, textbook assignment heading and page numbers** on the top right-hand corner of your work.

Please use the designated basket in the Lab for handing in assignments.

Take notes as you work through your assignments. You will require these for studying purposes for the final exam.

Follow the course content outline on the following pages.

LL0131 COURSE

CONTENT:

Lesson 1	Goal Setting and Priorities
Lesson 2	Time Management Techniques
Lesson 3	Concentration Tips
Lesson 4	Taking Lecture Notes
Lesson 5	Reading Textbooks
Lesson 6	Creating Study Notes/Cards
Lesson 7	Making Chapter Outlines
Lesson 8	Preparing for Exams
Lesson 9	Preparing for Objective Exams
Lesson 10	Preparing for Essay Exams

Learning Objectives:

Upon completion of the course,

1. the student will demonstrate organizational techniques which improve time management and concentration skills.
2. the student will use textbook reading techniques and listening skills to create a minimum of two styles of notes from a sample lecture and a textbook reading.
3. the student will list and demonstrate general and specific test preparation skills, including dealing with exam anxiety.