

PREREQUISITES:

University Requisite: Freshmen only

COURSE OVERVIEW:

Helps students assess current study behaviors and attitudes and then adopt techniques that increase effectiveness in managing time, taking notes, reading and comprehending test material, and preparing for exams. Emphasizes regular practice and application of strategies discussed. Especially recommended for new students who didn't study very much in high school and/or have no well-developed system of effective studying.

METHODS OF COURSE INSTRUCTION:

All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:

In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:

Wong, Linda. *Essential Study Skills*. 7th ed. Australia: Cengage Learning, 2012.
[ISBN: 9780495913504]

NUMBER OF LESSONS:

The course has nine lessons, including two midcourse examinations and one final examination.

- Lesson 1: How You Learn
- Lesson 2: Managing Time, Goals, Self-Management
- Lesson 3: First Midcourse Examination
- Lesson 4: Test Preparation, Reading Skills, and Learning from Textbooks
- Lesson 5: Taking Notes
- Lesson 6: Second Midcourse Examination
- Lesson 7: Creating Visual Notes/Study and Carrying Your Skill Forward
- Lesson 8: Essential Test-Taking Skills
- Lesson 9: Final Examination

TYPES OF WRITING ASSIGNMENTS:

All writing that you do for the course assignments must meet the standard for the freshman level. (You may want to enroll in a first-year composition course if you have not already completed one.) All work should be proofread thoroughly. Read over your work several times to be sure that your writing is free of spelling and mechanical errors and that your ideas are communicated clearly.

GRADING CRITERIA:

Lesson assignments	65 points
Three examinations	135 points