

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

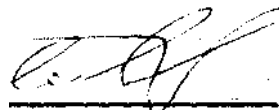
Course Outline: STRATEGIES FOR ACADEMIC SUCCESS
Code No. SAS 100
Program: OFFICE ADMINISTRATION
Semester: ONE
Date: SEPTEMBER, 1988
Author: ROSE CAICCO

New:

Revision:

APPROVED:


Chairperson



Date

REQUIRED TEXT

Keys to College Success 2nd Ed., Lenier & Maker

GENERAL COURSE OBJECTIVE

The purpose of this course is to help the student succeed in college by focusing on the following:

1. How to "get around" Sault College, i.e. available physical facilities, program information, procedures, etc.
2. Examining attitudes, motivation and goals for success in college in order to encourage students to become more self-directed learners.
3. Study skills in the areas of reading, listening, notetaking, time management, test taking, etc.
4. Increasing self-awareness and understanding others - human relations skills.
5. Any area which the student identifies as necessary to academic success should be discussed with the teacher who, in turn, will attempt to address it.

TENTATIVE COURSE OUTLINE

- Week 1 - Getting acquainted with Sault College (facilities, i.e. library resources, programs, faculty, etc.)
- Week 2 - A look at goal-setting, motivation and attitudes.
- Your Learning Style Inventory
- Week 3 - Self-directed learning - M. Knowles
- Concerns of the returning student
- Barriers to learning - P. Cross
- Week 4 - Adjusting to College Responsibilities
- Money Management
- Week 5 - Time management, To Do Lists, Calendars, etc.

STRATEGIES FOR ACADEMIC SUCCESS

SAS 100

- Week 6 - Chapter 2 - Vocabulary improvement through use of reference texts, i.e. dictionaries, thesaurus, secretary's desk reference, etc.
- Week 7 - Chapters 3 - 5 - Working with main ideas
- How to find main ideas and support material
 - Reading between the lines
 - Influence
 - Outlining and study maps
- Week 8 - Chapter 6 - Reading textbooks - How to do this effectively - PQ4R
- Week 9 - Chapter 11 - Taking Tests - How to take tests effectively and coping with test anxiety.
- Week 10 - Chapter 7 - How to write, recall and review from textbooks; underlining, highlighting
- Week 11 - Stress management and relaxation techniques
- Week 12 - Chapter 10 - Listening and notetaking from lectures
- Week 13 - Chapter 8 - Improving memory techniques
- Week 14 - Chapter 9 - How to improve your reading rate
- Week 15 - Working on group projects

METHODOLOGY

Since students learn in a variety of ways, it follows that instruction will be varied through the use of directed readings, lecture presentations, group discussions and activities, audiovisual presentations and guest speakers.

ADDITIONAL RESOURCES

Counselling Office

Peer Tutoring

Academic Advisors

Texts - Some are available on loan through the Learning Resource Centre, the Counselling Centre or through the Library.

Suggested Reading - How to Study in College, 2nd ed. by Walter Pauk

Reading and Study Skills by John Langer

Study Skills for Students Returning to College
by J. Apps

GRADING/ASSIGNMENTS

Assignments (as contracted)	80%
Attendance & Participation	20%*
	100%

*Regular attendance is expected since it is through planned practice sessions that the student will be able to apply the techniques taught in class. Students participating in class discussions will not only contribute to their own development but also to the development of their fellow students. **Therefore, any student who is absent without acceptable cause for more than five sessions will not earn the 20 percent attendance and participation listed above.**

TESTS

All tests will be announced one week in advance. There will be NO REWRITES on missed tests unless permission is received from the instructor in advance. Any missed test will receive a zero (0).