

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

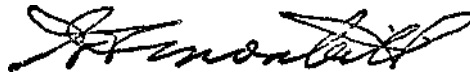
COURSE OUTLINE

Course Title: STRATEGIES FOR ACADEMIC SUCCESS
Code No.: SAS 100
Program: OFFICE ADMINISTRATION
Semester: ONE
Date: SEPTEMBER, 1989
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. Studying proper telephone techniques in order to encourage student success while working in the College's Secretarial Centre as well as in the field placement component in the final semester. This could include such methods as case studies, role playing, and video taping.
6. 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.)

- Chapter 12

Week 2 - A look at expectations, goal-setting, motivation and attitudes.

- Your Learning Style Inventory

Week 3 - Adjusting to College Responsibilities - Chapter 1

- Money Management (planned: guest speaker)

Week 4 - Time Management, To Do Lists, Calendars, etc.

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

The above schedule is only a guide and will be amended to include a segment on telephone techniques.

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

Grading	A+ = 95 + A = 85 - 94 B = 70 - 84 C = 55 - 69
Assignments (as contracted)	15 marks each
Attendance & Participation	15% *
Class Work	10%

*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 15 percent attendance and participation listed above.**

Contracts will be downgraded one level for every five classes missed.

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GUIDE FOR ASSIGNMENTS IN CONTRACT LEARNING

In order to help you stay on track and to make sure the topic is acceptable to both of us submit a SEPARATE PROPOSAL for EACH topic you plan to research. If the proposal is acceptable, we have a contract. If now, we will discuss it and reach an agreement. Proposals need to identify the topic/problem and how you plan to look for solutions, i.e. library research, films, interviews, etc. IT WILL SERVE AS A MAP to let me know where you plan to go.

ASSIGNMENTS;

1. All work is to be typed in proper report style, including **bibliographies** and **footnotes**.
2. Use two sources IN ADDITION to your O.P. or strategies texts. In other words, library research is required. This will expand your knowledge on various topics.
3. The topic is of your choosing and should relate to something which will help you succeed academically. If you have any difficulty selecting a topic, speak to your instructor as soon as possible.
4. If the topic has already been covered in class, it is **NOT** an acceptable topic to report on.
5. Your work will be handed in with a cover page which will include the following information:
Name and class (A, B, C)
Assignment Number and Topic
Date due
Grade you are working toward (A+, A, B, C)
(Remember that you can renegotiate your grade at any time
-- up or down)
6. Work will be handed back to you to resubmit once if it is not acceptable. If not acceptable the second time, a zero grade will be assigned and your contract will be affected accordingly.

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In order to sufficiently cover a topic, it is expected that assignments will be 3 - 4 pages in length. Proper language skills and proper report style will be expected of all students.

Due dates as follows:

<u>PROPOSAL</u>	<u>ASSIGNMENT</u>	
1. September 18	September 25	
2. October 10	October 16	- C
3. October 30	November 6	- B
4. November 20	November 27	- A
5. December 11	December 18	- A+

REMINDER; All proposals and assignments are to be typed. (If you are just learning the keyboard now, please speak to the instructor).