

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: BECOMING A MASTER STUDENT

CODE NO.: BMS100 SEMESTER: ONE

PROGRAM: OFFICE ADMINISTRATION

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APPROVED: *S. Montali*  
DEAN, SCHOOL OF BUSINESS &  
HOSPITALITY



BECOMING A MASTER STUDENT

BMS100

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COURSE NAME

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COURSE CODE

TOTAL CREDIT HOURS: 30  
PROGRAM CREDITS: 2  
PREREQUISITES: NONE

I. PHILOSOPHY/GOALS:

Becoming a Master Student is a course designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include time planning, test-taking, communication skills, study techniques, question-asking skills, library use, and personal issues that face many college students.

II. STUDENT PERFORMANCE OBJECTIVES:

At the completion of this course, the student will be able to:

- A) Discuss how he/she is responsible for his/her experience in college.
- B) Describe ways he/she can create a successful and satisfying experience at college.
- C) List and describe specific methods to:
  - 1. improve ability to recall information
  - 2. manage time more efficiently
  - 3. read a textbook with improved retention
  - 4. prepare for and take tests
  - 5. take effective notes
  - 6. present clear reports, both written and verbal
  - 7. listen, for comprehension, to a lecture
- D) Describe and utilize a model of communication that is effective for sending and receiving information.
- E) Utilize a model of communication that facilitates listening to confronting friends, roommates, family members and instructors.
- F) Examine personal ideas and decisions regarding issues typically faced by college students such as personal relationships, drug abuse, health related practices, and budgeting money.



- G) Match resources that are available on campus and in the community that can assist students, with problems related to health, academics, personal relationships, discrimination, substance abuse, on and off campus living, library research, course changes, part-time work, financial aid, independent study, social issues, etc.
- H) Locate and utilize a variety of library services and resource materials. These include: dictionary, thesaurus, card catalogues, Reader's Guide to Periodic Literature, inter-library lending, audio-visual equipment, and computer searches.  
**Note: This will not be covered if already covered by the English Department.**
- I) Describe and discuss several different procedures for planning, monitoring and managing time.
- J) Discuss several procedures for focusing attention on the task at hand when reading, listening, typing, and taking notes and tests.
- K) Describe methods for identifying and formulating questions that will help eliminate confusion. Describe methods and list resources for finding answers to well-formulated questions.
- L) Report, in writing and verbally, to fellow students and course instructors current experiences of college including problems, frustrations, and successes.
- M) List several guidelines for making effective plans that help guarantee success.

III. TOPICS TO BE COVERED:

1. First Step
2. Time
3. Memory
4. Reading
5. Notes
6. Tests
7. Creativity
8. Relationships
9. Health
10. Money
11. Resources
12. What Next?



IV. TEACHING STRATEGIES:

The objectives in this course will be achieved by: lectures, small group discussions; individual, dyad and group exercises; guest lectures; filmstrips; telephone interviews; group sharing and assignments outside of class.

V. EVALUATION:

To pass this course the students must:

- attend every class or contact the instructor if he/she cannot be present
- successfully complete all quizzes, assignments, and a final test.

Attendance: - 30%

The student must attend all classes. If for any reason it is necessary for you to miss a class, you must contact your professor prior to the class. It is your responsibility to make arrangements for work missed. If you do not attend class or contact the professor as required, you will lose 1% of the attendance mark for each class hour missed. If the professor is unavailable, leave a message with the department secretary, Chris Zielinski at ext. 675.

Quizzes and Final Test - 35%  
Assignments - 35%

**NOTE:** The following two paragraphs will apply at the professor's discretion:

If you write a quiz or hand in an assignment on the assigned day, and receive a passing grade you will have satisfied the completion requirement for the quiz or assignment.

If you write a quiz or hand in an assignment on the assigned day, and receive a failing grade you will be given the opportunity to successfully complete the quiz or assignment. **You will not earn a grade for this quiz or assignment, but you will have satisfied the completion requirement.**



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A quiz and/or assignment is due in every class. In the event that you are absent you must contact the professor prior to the class and make arrangements to successfully complete the work that has been missed. Failure to do this may result in your not passing the course.

In the case of extenuating circumstances you are asked to contact your professor or leave a message with the department secretary at extension 675.

Numerical Equivalents:

A+	90 - 100%	(consistently outstanding)
A	80 - 89%	(outstanding achievement)
B	70 - 79%	(consistently above average)
C	60 - 69%	(satisfactory or acceptable achievement)
R	0 - 59%	(course must be repeated)

VI. TEXTBOOKS - INSTRUCTIONAL MATERIALS:

Instructional materials for this course include videotapes, resource people from the college and community and a textbook containing journal entries, exercises and quizzes. The textbook is titled Becoming a Master Student by David B. Ellis, published by College Survival Inc.

VII. SPECIAL NOTES:

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the professor.

Your professor reserves the right to modify the course as deemed necessary to meet the needs of students.