

Study Skills

STSH001256

Credits: 0.5 units / 5 hours

Course Description

This course is designed to improve study skills, habits and attitudes through experimentation with new study procedures and through application of established study methods.

Course Objectives

When you have completed the materials in this course, you should be able to:

1. Different learning styles and how they affect your personal ability to study effectively.
2. Skills needed for effective reading and studying.
3. Materials and tools needed for developing a good learning environment.
4. Effective techniques to use in examining textbooks to find out how they are organized and what kinds of information they contain.
5. Effective use of active reading skills and the SQ3R method.
6. The use of tables, indexes, appendices, glossaries, and charts in effective reading.
7. Skills involved in note taking, reviewing, and summarizing reading assignments to improve reading comprehension.
8. Techniques involved in listening effectively.
9. Skills and techniques for taking, organizing, and reviewing effective notes from lectures.
10. Techniques you can use to study effectively for tests.
11. Skills involved in giving effective presentations and preparing good reports.
12. Skills needed to use the library, the Internet, and other sources as research tools.

Course Outline

Unit 1: Introduction to Study Skills

Lesson 1: Your Learning Style
Lesson 2: Your Learning Environment
Lesson 3: What are Study Skills?

Unit 2: Active Reading

Lesson 4: Previewing
Lesson 5: Using Your Textbook
Lesson 6: Reading Comprehension Skills

Unit 3: Listening Skills

Lesson 7: Listening Effectively
Lesson 8: Taking Notes
Lesson 9: Reviewing Your Notes

Unit 4: Tests, Research, and Reports

Lesson 10: Preparing for Tests
Lesson 11: Your Research Toolkit
Lesson 12: Projects and Presentations

Required Textbook and Materials

None.