

Course Description:

Welcome to Study Skills! In this course, you will learn how to become a better organized (and more successful) student. You will also strengthen your writing skills as well as learn other academic success skills. Everything you learn in this course can, and will, be applied to your other online courses. This means you will be able to apply your new knowledge to the courses you may need help in. This course asks a lot of you so don't think it will be an easy A! However, I am sure you will have fun and gain self-confidence in your abilities as a student.

Course Objectives:

- Describe how to navigate an education web portal and communicate with teachers in the message center
- Identify good organizational and time management skills
- Construct assignment planners
- Explain how to navigate through an online learning environment.
- Describe the importance of a message center in an online learning environment.
- Explain the process of communicating with instructors online.
- List the steps of good organization.
- Describe the importance of time management.
- List the steps of good time management.
- Fill in an online assignment planner.
- Use an online assignment planner.
- Summarize the steps of naming and saving your computer documents.
- Define terms associated with working in a Word document.
- Identify how to download and upload documents on a computer.
- Describe the basic features of a Word document.
- Demonstrate basic skills in Microsoft Word.
- Explain the procedure for savings, naming, and finding documents on a computer.
- Describe the importance of organizing work into folders on the computer.
- Explain the hierarchy of folder organization in a computer.
- Download and upload documents on the Internet.
- Compose original pieces of writing in the prewriting and drafting stages of writing.
- Describe the prewriting process.
- Demonstrate the prewriting process.
- Examine the different types of prewriting graphic organizers.

- Describe the drafting process of writing.
- Demonstrate the drafting process of writing.
- Pre-write and draft a writing assignment.
- Revise and modify original pieces of writing while using the principles of revising and editing.
- Describe what plagiarism is and ways to avoid it in your writing.
- Explain the purpose of revising your written work.
- Effectively revise your own written work. 'a'
- Explain the importance of editing your own written work.
- Effectively edit your own written work.
- List ways to avoid plagiarism in your own written work.
- Revise and edit your own written work.
- Identify ways to positively interact and effectively communicate with your teachers.
- Identify appropriate questions to ask your teachers.
- Identify ways to communicate effectively.
- Examine effective communication skills.
- Describe proper email and Internet communication etiquette.
- Identify the ways in which you learn best.
- Restate the guidelines for good active listening, note taking, studying, and test taking skills.
- Demonstrate appropriate lecture note taking skills.
- Identify and utilize good studying skills.

Required Materials:

In course.

Course Overview:

Unit 1: Web Navigation and Organizational Skills

Unit Description

This unit is an introduction to educational web portals and basic organizational skills. Whether you are new to online learning or not, this unit and this course will truly help you become a more focused and successful student. The skills you will learn this week will also help you throughout your entire life!

Unit Objectives

- Describe how to navigate an education web portal and communicate with teachers in the message center
- Identify good organizational and time management skills
- Construct assignment planners

Lesson 1: Online Learning Environments

LESSON DESCRIPTION

Have you ever had to cram for a test? Do you feel that you need help getting organized or with knowing how to study for tests? Organization, good time management, and other study skills are vital to success in school. Since you are enrolled in an online school, it is very important to know how to move around in online courses. It can be very easy to get lost when taking an online course, so we have created the Study Skills course to help you stay on track.

LESSON OBJECTIVES

- Explain how to navigate through an online learning environment.

Lesson 2: Online Communication

LESSON DESCRIPTION

You should now have a good understanding of how to navigate a web portal and your course. Today you will learn about message centers and how to communicate with your online instructors. Communication is very important. In an online classroom, you are not able to see and speak to your teacher in person. Be sure to contact your instructor as soon as you become confused about anything. This will provide plenty of time for him or her to help you. Choosing an online education places a lot of responsibility on your shoulders, but you can do it!

LESSON OBJECTIVES

- Describe the importance of a message center in an online learning environment.
- Explain the process of communicating with instructors online.

Lesson 3: Organization

LESSON DESCRIPTION

This lesson will cover good organizational skills. You will discover how to organize your notes and supplies, and help you fulfill your highest potential as a student. If you apply the skills covered today, you may no longer feel disorganized, which, in turn, will put you in control of all aspects of your life.

LESSON OBJECTIVES

- List the steps of good organization.

Lesson 4: Time Management**LESSON DESCRIPTION**

Time management is a skill used throughout your entire life. In school, work, and life, you need good time management skills to succeed. You are the only person who knows where you are and where you need to be at all times. As become a young adult, it is up to you, and only you, to keep track of the appointments you make and to get there in time! Please pay careful attention to this lesson, it will greatly benefit you!

LESSON OBJECTIVES

- Describe the importance of time management.
- List the steps of good time management.

Lesson 5: Graphic Organizers**LESSON DESCRIPTION**

Now you should have an idea of how to be better organized. We will finish the time management theme by completing online, fill in, and printable, daily and weekly assignment planners. You may want to use them for all your current, and future, online courses. You now have the tools to be a better organized student. Use of these skills, will help to organize yourself and your time, which is important as you become more independent. You will not be as dependent on your parents and teachers, to tell you what to do and when to do it. As you become a young adult, you will do it all on your own!

LESSON OBJECTIVES

- Fill in an online assignment planner.
- Use an online assignment planner.

Unit 2: Computer Basics and Organization**Unit Description**

In this unit, you will learn the basics of computer organization. This will help you keep documents and assignment well organized on your computer. If you begin to practice the concepts learned in the following lessons, you should never have difficulty finding a document again! You must communicate with your teacher every week. Your teacher will explain how to communicate with them.

Unit Objectives

- Summarize the steps of naming and saving your computer documents.
- Define terms associated with working in a Word document.
- Identify how to download and upload documents on a computer.

Lesson 6: Microsoft® Word**LESSON DESCRIPTION**

Now that you have a good understanding of how to navigate the PSP and organize your time, we will move on to discussing the basic features of a Microsoft® Word document. Have you used Microsoft® Word before? Perhaps you have used it to write a letter, papers for school, or a resume? In this lesson, we will cover various features in Word, which will make all your documents organized and professional looking.

LESSON OBJECTIVES

- Describe the basic features of a Word document.

Lesson 7: Basic Functions of Word**LESSON DESCRIPTION**

Today's lesson isn't meant to be silly. I know how simple cutting, pasting, etc., can be, however, it is important to understand the various ways these functions can be performed in Word. It is also very important to familiarize yourself with the vocabulary associated with these functions. We may know how to do something very well, but if we cannot clearly describe it to someone else, then we don't really have a clear understanding of it after all!

LESSON OBJECTIVES

- Demonstrate basic skills in Microsoft Word.

Lesson 8: Computer Organization**LESSON DESCRIPTION**

This may be a lesson of familiar tasks in Word. However, the goal of this lesson is to assist you in becoming a better organized student when working on the computer. In Unit 1 we covered how to be a well-organized student regarding workspace and time; now, we will cover how to become a well-organized student using the computer. This is the type of skill that is absolutely necessary for success as a college student or employee on the job.

LESSON OBJECTIVES

- Explain the procedure for savings, naming, and finding documents on a computer.

Lesson 9: Computer Folder Organization**LESSON DESCRIPTION**

Folder organization is vital to your success as an online student! This topic is very important! Have you ever saved something and then not been able to find it when you went to look for it later? This is likely because you did not pay attention to where it was saved. After this lesson, you should have a better idea of how to organize your work so it can easily be found.

LESSON OBJECTIVES

- Describe the importance of organizing work into folders on the computer.
- Explain the hierarchy of folder organization in a computer.

Lesson 10: Downloading and Uploading**LESSON DESCRIPTION**

The final lesson in Unit 2 will demonstrate how to download and upload documents on the Internet. Occasionally you may be required to download documents to read or upload assignments for a class. This information is vital for school and for personal and professional use of a computer.

LESSON OBJECTIVES

- Download and upload documents on the Internet.

Unit 3: Prewriting and Drafting***Unit Description***

In Unit 3 you will learn the task of prewriting and the process of drafting a writing project. This process will make writing more enjoyable, less tedious, and will help you become a more organized, focused writer.

Unit Objectives

- Compose original pieces of writing in the prewriting and drafting stages of writing.

Lesson 11: The Prewriting Process**LESSON DESCRIPTION**

Have you ever had difficulty starting a writing assignment? Writing can be a difficult task if you don't have a plan to follow. Prewriting helps with the brainstorming process. It will help you develop a plan for determining how to incorporate all of the requirements the teacher has assigned. Brainstorming, with a written plan, will also ensure that you do not leave out a requirement of the assignment.

LESSON OBJECTIVES

- Describe the prewriting process.

Lesson 12: Prewriting Continued**LESSON DESCRIPTION**

Two lessons have been devoted to prewriting in an effort to see your new prewriting skills in action. The previous lesson covered various methods of prewriting. This lesson will provide you with the opportunity to display those skills by developing an answer to a writing prompt.

LESSON OBJECTIVES

- Demonstrate the prewriting process.
- Examine the different types of prewriting graphic organizers.

Lesson 13: Drafting**LESSON DESCRIPTION**

In the drafting stage of writing, just after prewriting, you will elaborate on the ideas written in the prewriting stage. When you are finished with drafting, the paper may look like a finished project, but not quite. Some people consider this the most difficult part of the writing process. In the drafting process, you take the ideas from prewriting and expand on them with supporting sentences and details, creating paragraphs. The drafting stage may take some time to thoughtfully write. Don't be concerned with spelling, grammar, and punctuation at this point. Simply focus on content and writing.

LESSON OBJECTIVES

- Describe the drafting process of writing.

Lesson 14: Drafting Continued**LESSON DESCRIPTION**

Just like with the prewriting lessons, you will show me that you can make a draft of your writing based on the prompt given in lesson 12. Now you will expand what you wrote in the prewriting stage so that it is a rough draft. Take your time today and make sure you fully understand everything from Lesson 13. This may be the longest step in the writing process for you because this is when you need to actually write out your paper and expand on your thoughts from your prewriting. Be patient with yourself and make sure you have a quiet place to work today. I know you will do a great job!

LESSON OBJECTIVES

- Demonstrate the drafting process of writing.

Lesson 15: Prewriting and Drafting**LESSON DESCRIPTION**

In this lesson, you will complete the prewriting and drafting stages of a writing assignment given by one of your other teachers. It is important for you to apply the principles learned in this course to all of your regular education courses. There are fewer readings and activities in this lesson, which will provide additional time to complete the Unit 3 Project and take the Unit 3 Exam.

LESSON OBJECTIVES

- Pre-write and draft a writing assignment.

Unit 4: Revising, Editing, and Avoiding Plagiarism

Unit Description

This unit will continue with the writing theme by covering the revising and editing stages of writing. You will learn how to avoid plagiarism in your writing assignments as well.

Unit Objectives

- Revise and modify original pieces of writing while using the principles of revising and editing.
- Describe what plagiarism is and ways to avoid it in your writing.

Lesson 16: Revising Your Writing

LESSON DESCRIPTION

In Unit 3 there were several presentations on the prewriting and drafting stages of a writing project. Unit 4 will continue with the writing stages, proceeding with how to revise a writing project.

LESSON OBJECTIVES

- Explain the purpose of revising your written work.

Lesson 17 Revising Your Writing Continued

LESSON DESCRIPTION

Today is the day when you will revise your written work from last week! Remember that this writing is from the prompt originally given in Lesson 12 about Cleopatra. This is excellent practice for you for when you will need to revise your writing for your project. We will work on your writing from your other course in Lesson 19.

LESSON OBJECTIVES

- Effectively revise your own written work. 'a'

Lesson 18: Editing

LESSON DESCRIPTION

Editing is the final stage of the writing process. It is a very important stage in which any changes can be made and errors are corrected. Once this stage is finished, you will submit the writing for evaluation and grading by your teacher.

LESSON OBJECTIVES

- Explain the importance of editing your own written work.

Lesson 19: Editing Continued**LESSON DESCRIPTION**

Today you will use what you learned about editing yesterday, on your mini writing assignment for this course. You will fully edit your writing and submit it to me for grading. You will also submit your fully edited and finished writing that you have been working on from your other course. This is excellent practice for your writing projects in your other classes. Good luck!

LESSON OBJECTIVES

- Effectively edit your own written work.

Lesson 20: Plagiarism**LESSON DESCRIPTION**

This lesson will conclude the two units dedicated to writing assignments! Lesson 20 will focus on plagiarism, including what it is and how to avoid it when writing. Plagiarism is a serious topic, so pay close attention to each task, reading, and activity! There are serious consequences, should you ever be caught plagiarizing in the work place!

LESSON OBJECTIVES

- List ways to avoid plagiarism in your own written work.
- Revise and edit your own written work.

Unit 5: Speaking Up For Yourself***Unit Description***

Knowing how to communicate your individual needs to your teachers is vital to your success as a student. You will learn some basic principles of communication and etiquette in this unit.

Unit Objectives

- Identify ways to positively interact and effectively communicate with your teachers.

Lesson 21: Asking the Right Questions**LESSON DESCRIPTION**

Asking questions is not as simple as it seems. When contacting an online teacher, it is important to make sure you communicate in a very clear and polite manner. Be sure to conduct a bit of investigation before making a call for answers that may already be covered in the course syllabus or other instruction in the course activities.

LESSON OBJECTIVES

- Identify appropriate questions to ask your teachers.

Lesson 22: Positive Communication**LESSON DESCRIPTION**

Have you heard the term "teacher's pet" before? A "teacher's pet" is a student who is constantly trying to please the teacher by complimenting them, always paying attention, always answering the teacher's questions in class, and always helping the teacher out. While you should not become a "teacher's pet", you should continue to learn how to positively communicate with teachers and how to speak up for yourself.

LESSON OBJECTIVES

- Identify ways to communicate effectively.
- Identify good communication skills.

Lesson 23: Communication and the Internet**LESSON DESCRIPTION**

In an online learning environment, you will most likely never meet your teachers face-to-face. However, you will speak to each teacher by phone at least once per week and likely communicate with each teacher via email several times per week. Appropriate communication skills are important both for online communication and conversations on the phone. This will enable the teacher to help you.

LESSON OBJECTIVES

- Examine effective communication skills.

Lesson 24: Online Etiquette**LESSON DESCRIPTION**

Email and Internet communication are so important that we have branched off from yesterday's lesson and have another lesson dedicated just to etiquette! Teachers are very eager to teach and help you but if you have a bad attitude or appear rude in your communication, it could damper the positive atmosphere teachers try very hard to keep. Please take your time and really concentrate in the activities and readings for this lesson so that you will always remember proper etiquette when communicating with others.

LESSON OBJECTIVES

- Describe proper email and Internet communication etiquette.

Lesson 25: Learning About Yourself**LESSON DESCRIPTION**

It is very important to speak up for yourself in all situations in life. Now that you are older, you are capable of thinking about what is best for yourself and communicating that to your teachers and parents. Today you will learn how to find your strengths and weaknesses by discovering your learning styles/intelligences.

LESSON OBJECTIVES

- Identify the ways in which you learn best.

Unit 6: Studying and Test Taking Skills***Unit Description***

You are almost done with this Study Skills course! In this last unit, you will learn such skills as active listening, note taking, studying, and test taking. After completion of this unit, and this course, you will be a much stronger student, ready to take on any course you choose. The skills you have mastered in this course will be a great asset if you choose to continue your education or go on to the workplace. Congratulations and good luck!

Unit Objectives

- Restate the guidelines for good active listening, note taking, studying, and test taking skills.

Lesson 26: Being A Friend**LESSON DESCRIPTION**

You are almost done with this Study Skills course! In this last unit, you will learn such skills as active listening, note taking, studying, and test taking. After completion of this unit, and this course, you will be a much stronger student, ready to take on any course you choose. The skills you have mastered in this course will be a great asset if you choose to continue your education or go on to the workplace. Congratulations and good luck!

LESSON OBJECTIVES

- Restate the guidelines for good active listening, note taking, studying, and test taking skills.

Lesson 27: Lecture Note Taking**LESSON DESCRIPTION**

Taking online courses puts you at a great advantage, as note taking can be done at a rate you are comfortable with. You don't have to rush when taking notes as a teacher is speaking! This lesson will instruct you on how to take good notes from a lecture and help you develop your active listening skills.

LESSON OBJECTIVES

- Demonstrate appropriate lecture note taking skills.

Lesson 28: Textbook Note Taking**LESSON DESCRIPTION**

Taking notes helps you retain information and gives a brief review in later study for exams. This lesson offers some very helpful note taking skills to use in any learning environment.

LESSON OBJECTIVES

- Demonstrate appropriate textbook note taking skills.

Lesson 29: Study Skills

Lesson Description

The information in this lesson will add to the good listening and note taking skills learned earlier in this unit. Pay careful attention to this lesson that will focus on good study strategies that will help you do well on exams.

LESSON OBJECTIVES

- Identify and utilize good studying skills.

Lesson 30: Test Taking Skills

LESSON DESCRIPTION

You have now come to the final lesson in this course! Congratulations on a job well done! But I want you to still take this lesson seriously because there is new information in here that you need to know! After today's lesson, you will be able to be a better test taker, no matter what type of test you are taking. You will be able to combine your new organization, listening, note taking, and studying skills to be a better student, learn more, and earn better grades!

LESSON OBJECTIVES

- Identify and utilize good test taking skills.