

Study Skills in the Digital Age Form I

TEXTBOOK: NA

COURSE DESCRIPTION : This class is designed to prepare students to become more effective learners through the use of various study strategies.

COURSE GOAL: The goal is for students to work SMARTER rather than harder.

COURSE OBJECTIVES:

- To be better learners
- To manage time
- To study more efficiently
- To work confidently on computers
- To type

COURSE SEQUENCE: This class will meet once per week over the course of the school year. There will be eleven specific study skills emphasized over this period:

1. Learning to be an effective listener
2. Vocabulary development
3. Note-taking and Outlining
4. Techniques for reading textbooks
5. Individual assessment of personal study habits
6. Memorization techniques
7. Test taking strategies
8. Time management/ Development of personal calendar
9. Personal organizational techniques/ using binders and planners
10. Goals/motivation

Semester Break

1. Typing
2. Resumes
3. Google Drive
4. Email
5. PDFs
6. Microsoft and google versions
 - a. Word/docs
 - b. Excel/ sheets
 - c. Publisher
 - d. Powerpoint/slides
7. Internet Safety
8. Research Skills

EVALUATION: There will be periodical oral and written assignments to gauge the effectiveness of the instruction. There will be an open book Quiz at the end of each semester. Students will receive a grade on the 100point scale every semester.

SUPPLEMENT MATERIALS: Videos, Worksheets, Computers