



FAKULTI PENGURUSAN DAN INDUSTRI HALAL

PROGRAM	Diploma in Accountancy
COURSE NAME	Study Skills
COURSE CODE	UED 102
CREDIT HOUR	0
SYNOPSIS	No description provided
COURSE STRUCTURE	
CHAPTER	TOPICS
1	Getting Ready to Learn 1.1 Making the transition (from school to university) 1.2 Characteristics of successful students 1.3 Using learning styles to enhance performance
2	Goal Setting & Learning Management System 2.1 Setting goals for the new semester 2.2 Writing effective goal statements 2.3 Using the Learning Management System
3	Time Management & Organizational Skills 3.1 Optimising study time 3.2 Organising study time 3.3 Using time-management strategies to stay motivated 3.4 Reducing procrastination
4	Getting to Know the Campus 4.1 Making the most of college resources
5	Memory, Learning & Improving Concentration 5.1 Understanding memory processes 5.2 Memory strategies 5.3 Understanding concentration 5.4 Strategies for improving concentration 5.5 Reading/study system (SQ3R/P2R)



6	Taking Lecture Notes 6.1 Taking lecture notes 6.2 Effective note-taking system
7	Academic Integrity & Performance 7.1 Avoiding plagiarism 7.2 Calculating grade point average
References:	Van Blerkom, D. L., <i>College Study Skills: Becoming a strategic learner</i> , 6th Edition, Wadsworth Cengage Learning, 2009, ISBN: 978-049591351