

HUMAN DEVELOPMENT DEPARTMENT

1989-90

COURSE TITLE: Study Skills TIME MANAGEMENT

COURSE CODE: AD 067 SEMESTER: 1 2 3 4 / 19__

INSTRUCTOR: COLLEEN HOLLER 539-2030
(available office hours posted on office door)

COURSE DESCRIPTION: Skills that may be used to aid a student to become more successful in utilizing their time in a more efficient way.
Organizational skills will also be covered.

COURSE CONTENT: Planning, Organization, and time management.
Students will complete a time plan schedule.

COURSE REQUIREMENTS: Notes to be taken in each class
Reading level ENG 060*
*special arrangements with Instructor prior to enrolment

REQUIRED TEXTS: None required

SUGGESTED READING: Becoming a Master Student
by David Ellis

SUGGESTED SUPPLIES: notepaper/pencil or pen

CLASSROOM REGULATIONS: Notify Instructor of illness or if on medication.

CREDIT GIVEN: Successful completion of all exercises and tests before course end.
Attendance/Participation 10%

GRANDE PRAIRIE REGIONAL COLLEGE