

**KARACHI UNIVERSITY BUSINESS SCHOOL  
UNIVERSITY OF KARACHI**

<b><u>BS (BBA) – I</u></b>	
<b>Course Title</b>	<b>: STUDY SKILLS</b>
<b>Course Number</b>	<b>: BA(BS) – 321</b>
<b>Credit Hours</b>	<b>: 03</b>

**Objective**

Upon completion of this course students will:

- a. know and apply self-management skills to direct their academic performance and life choices
- b. understand the ways in which they learn most easily and most enjoyable
- c. define their own goals and preferences as they embark in their university career
- d. embrace diversity and still be themselves
- e. know and use the vital study skills and strategies they need to become confident and successful
- f. create and use study systems, think critically, concentrate, read and listen with understanding,
- g. develop and implement strategies to manage their time effectively,
- h. develop effective test and examination taking skills
- i. use skills to continue life-long learning on their own

**Course Contents**

- 1. Introduction and Overview of Course Chapter 1 Choosing Success in College**
  - 1.1. Knowing your campus and its resources
  - 1.2. Form An Academic Support Group
  - 1.3. Embrace Diversity
  - 1.4. Know Where to Find Help
  - 1.5. Stay Informed
  - 1.6. Get Involved
- 2. Motivating Yourself to Learn**
  - 2.1. Assess Academic Strengths and Weaknesses
  - 2.2. Discover and use your learning style
  - 2.3. Develop Critical Thinking & Study Skills
  - 2.4. Adapt learning style to teaching method

- 3. Using Critical Thinking Strategies**
  - 3.1. Examine Your Assumption
  - 3.2. Make Predictions
  - 3.3. Read With A Purpose
  - 3.4. Sharpen Your Interpretations
  - 3.5. Find Implications in What You Learn
  - 3.6. Read and Understand Graphics
  - 3.7. Evaluate what you learn
  
- 4. Setting Goals and Solving Problems**
  - 4.1. Set goals for success in college
  - 4.2. How to develop a positive attitude
  - 4.3. Use the COPE Method to Solve Problems
  
- 5. Sharpening Your Classroom Skills**
  - 5.1. Prepare for Class
  - 5.2. Become an Active Listener
  - 5.3. Develop A Personal Note-Taking System
  - 5.4. Guidelines for Note Taking
  - 5.5. The Informal Outline/Key Words System
  - 5.6. The Cornell Method
  - 5.7. Matching Note-Taking Style and Learning Style
  - 5.8. Learn To Make Effective Presentations
  
- 6. Making the Most of Your Time**
  - 6.1. How to GRAB Some Time
  - 6.2. Scheduling Your Time
  - 6.3. Time Management and Learning Style
  - 6.4. Procrastination
  
- 7. Maintaining Your Health and Well-Being**
  - 7.1. Health, Well-being, and Success in College
  - 7.2. Managing Stress
  - 7.3. Avoiding Harmful Substances
  - 7.4. Your Emotions
  - 7.5. Your Interpersonal Skills
  - 7.6. Your Sexuality
  
- 8. Creating Your Study System**
  - 8.1. The Basic System
  - 8.2. Devising Your Study System
  
- 9. Organizing Information for Study**
  - 9.1. Memorization
  - 9.2. Concept or Information Maps
  - 9.3. Comparison Charts
  - 9.4. Time Lines
  - 9.5. Process Diagrams

- 9.6. Informal Outlines
- 9.7. Branching Diagrams

**10. Controlling Your Concentration**

- 10.1. Concentrations
- 10.2. Eliminate Distractions
- 10.3. Use A Study System
- 10.4. Strategies to Improve Concentration

**11. Improving Learning and Memory**

- 11.1. How Memory Works
- 11.2. Increase Your Memory Power

**12. Preparing for Tests**

- 12.1. How To Prepare for Tests: Three Steps
- 12.2. Develop a Test-taking Routine
- 12.3. Master Objective Tests
- 12.4. Know How to Answer Essay Questions

**13. Reducing Test Anxiety**

- 13.1. Eliminate the Causes of Test Anxiety
- 13.2. Learn to Relax
- 13.3. Face Your Fears
- 13.4. Talk Positively to Yourself
- 13.5. Find Your Best Solution

**14. Becoming an Active Reader**

- 14.1. Reading Actively
- 14.2. Find the Main Idea, Details, and Implications
- 14.3. Using a Textbook Marking System

**15. Building Career Skills**

- 15.1. Working in the New Economy
- 15.2. Where the Jobs will be
- 15.3. Choosing Your Future
- 15.4. Your course of Study
- 15.5. Your Plan
- 15.6. What Employers Want
- 15.7. Career Skills to Develop
- 15.8. Workplace Ethics
- 15.9. From College to Work
- 15.10. Your Resume and Cover Letter
- 15.11. The Interview

**16. Review for Exam**

**Recommended Books**

1. Kanar, Carol C., *The Confident Student*, (2001), Houghton Mifflin Co.
2. Tom Burns, Sandra Sinfield, *Essential Study Skills: The Complete Guide to Success at University*, Sage Publisher.
3. Abby Marks, *Study Skills: The Tools for Active Learning*, (1994), Delmar Publisher.