CAMOSUN COLLEGE
STUDENT SERVICES
School of Access
Academic and Career Foundations Department

LRNS 102, Learning Skills for Technology Students
Winter 2019 (Jan 7 – April 13)   Section X01

COURSE OUTLINE
Information and Computer Systems

1. Instructor Information

(a) Instructor & Location___ Richard Zajchowski ("Zack"), CBA 109

(b) Office hours Mon 10:30 to noon, Thur 3-4pm, For Thurs and other times please call or email me before

(c) Phone ___ 250-370-4915

(d) *E-mail ___ zackr@camosun.bc.ca   (please use this email address to contact me)

2. Intended Learning Outcomes

The successful student of this course will have reliably demonstrated the ability to:

- Assess personal strengths and weaknesses in each of the learning-skills topic areas such as problem solving, time management, exam preparation and writing, etc.

- Recall and apply specific strategies from each of these learning-skills topic areas in order to improve and/or sustain learning and problem-solving effectiveness

3. Required Materials

No text book is required for this course.

If you wish to have a reference textbook the following text is recommended: **Learning for Success** (4th Edition) by Joan Fleet, Fiona Goodchild, and Richard Zajchowski, Harcourt Canada 2006. It can be purchased at the bookstore or online.

4. Course Content and Approximate Schedule: (The brackets following each learning skills topic indicate the corresponding chapters in the optional reference text**).**

1. Three Pillars of Expert learning (1)
2. Memory and Learning from Lectures (4) and Learning from Textbooks (5)
3. Time Management (3)
4. Exam Preparation (12) and Exam Writing (13)
5. Problem Solving (7), Careless Errors and Error Analysis
6. Study Goals and Fixed vs Growth Mindset,
7. Concentration (9) and Stress management (9)
8. Class Presentations and Group Work (11)
9. Preparing for Final exams (12)

Please Note:

a) Attempts will be made to connect learning skills content to your other courses.
b) The order and duration of topics may change to fit needs of the group.
c) Some topics may not be taught.

5. Basis of Student Assessment (% Weighting of final grade)

Attendance and participation**	35 %
Assignments*	30 %
Online Mastery Quizzes***	35 %
Total	100 %

* Late assignments may be penalized

** You are expected to attend every class and participate fully. Coming in late, leaving early (unless specifically excused), or working on extraneous tasks will NOT be considered full participation in a class

*** You can attempt each Online Mastery Quiz as many times as you like. Quizzes are either complete or not. To achieve a complete mark in a quiz you need to get 75% or higher on that quiz, however I encourage you to try for 100% if possible.

6. Grading System (Non GPA)

Complete (COM)= 75% or higher
Incomplete (NC) = less than 75%

MASTERY
(Access Programs)

COM Completion or mastery of required courses.
NC Course material has not been completed or mastered. More time at this level is required.
W Official withdrawal has taken place.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

Math Lab
Physics Tutors
Writing Centre
Counselling Centre
Recreation & Athletics
Library
Disability Support Services

8. College Supports, Services and Policies

Immediate, Urgent, or Emergency Support
If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ http://camosun.ca/about/mental-health/emergency.html or http://camosun.ca/services/sexual-violence/get-support.html#urgent

College Services
Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at http://camosun.ca/

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at http://camosun.ca/about/policies/. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS *http://www.camosun.bc.ca/policies/policies.php*

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at http://www.camosun.bc.ca/policies/E-1.5.pdf for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	*Incomplete*: A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	*In progress*: A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.