

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: Employability Skills Training Course
DURATION: February - April 2019
DAY(S): Tuesdays
MODE: Full-Time
COMPONENT: Effective Time Management
LECTURER: Brandon Greaves
CAMPUS: Champs Fleurs

Lecture Number	Lecture Day & Date		Time	Hrs	Cum Hrs	Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know	Expected Reading	Other Matters	Questions	Items Due For Next Class
1	Tues	5-Feb-2019	9:00am - 12:00pm	3.0	3.00	Overview/ Introduction/Your Time Management Style	1 / Lt	Introduction to Time Management; How much time you need to study; how do you currently study (Time, Environment & Organization); Your Current Use of Time; Understanding the differences between individuals				Review Class Work
2	Tues	12-Feb-2019	9:00am - 12:00pm	3.0	6.00	Time Management and Goal Setting	2 / Lt	<ul style="list-style-type: none"> •Why is it important to have a study strategy? •Learn to manage work, time and study circumstances •Characteristics of different learning styles 				Review Class Work
3	Tues	19-Feb-2019	9:00am - 12:00pm	3.0	9.00	Make A TO DO List/ Approaches to Note taking	3 / Lt	Learn to prioritize; prepare a review worksheet; practical application of prioritization, Note taking				Review Class Work
4	Tues	26-Feb-2019	9:00am - 12:00pm	3.0	12.00	Time Management and Critical Thinking	4 / Lt	<ul style="list-style-type: none"> •What is Critical Thinking? •Characteristics of a Critical Thinker •Common Critical Thinking Styles •Making Connections 				Review Class Work
Tues		5-Mar-2019		CARNIVAL TUESDAY								
5	Tues	12-Mar-2019	9:00am - 12:00pm	3.0	15.00	Fundamentals of Time Management	5/ Lt	Learn theory of Fundamentals of Time Management; Apply theory to your personal life; Action Plan				Review Class Work

Key / Legend

Lt = Lecture T=Tutorial

Last Notes: SBGS reserves the right to make changes to the information contained herein. Any changes effected to the information contained herein will be made known to all students concerned via class announcement. It is thus the responsibility of the student to attend all classes and to keep abreast of matters should they be absent from any class session. Students are advised and encouraged to contact their fellow classmates for updates where class sessions have been missed.
 Date syllabus last modified: December 2018.