

Course		Study Skills
Course Number	1270	
Exam Number	1270	
Course Frequency	Winter Semester	
Duration	1 Semester	
Contact Hours per Week	2	
Teaching and Learning Forms	Project Work / Case Studies	
ECTS Credit Points	2,5	
Workload	62,5 hours	<ul style="list-style-type: none"> - Attendance time in courses: 28 hours - Self-study: 34,5 hours
Language	English	
Course Responsibility	Dr. Keren-Miriam Adam	
Prerequisites for Participation	None	
Content	<p>Key competencies in the academic life play an eminent role in business life too, as presentation, idea formulation and argumentation.</p> <p>The introduction to the basics of presenting in an academic and business orientation, i.e. delivering scientific arguments and transparent structure will be topic in this course as well as self and time management, learning styles, teamwork and the creative mind set.</p>	
Target Competencies	<p>The students understand the various skills needed along the academic years and recognize which resources they need.</p> <p>The students are familiar with basic methods which help to become more convincing and professional in presenting a topic in a scientific context. They are able to apply them in a successful and effective presentation. Moreover, they develop a practical concept for the duration of their studies.</p> <p>They implement strategies on self and time management, they handle stress and know how a creative mindset works.</p> <p>In addition, they are familiar with the professional terminology. They apply the relevant terms of the English language, in particular the technical language.</p> <p>This course thus imparts competencies at level 1 of the Qualifications Framework for German Higher Education Qualifications</p>	

Course	Study Skills
	<p>(HQP) at Bachelor level. This applies in particular to the following areas:</p> <ul style="list-style-type: none"> - Knowledge and understanding - Use, application and creation of knowledge - Communication and cooperation - Scientific self-perception / professionalism
Examination and Course Achievement	The primary form of examination is the presentation.
Basic Literature	<p>Cottrell, Stella: (2012): The Exam Skills Handbook: Achieving Peak Performance (Mcmillan Study Skills). (2nd Edition). London, UK: Red Globe Press.</p> <p>Elbow, Peter (1998): Writing with Power. Techniques for Mastering the Writing Process (2nd Edition), Oxford University Press</p> <p>Klauser, Henriette A. (1987): Writing on Both Sides of the Brain: Breakthrough Techniques for People Who Write, Harper Collins Publishers.</p> <p>Pauk, Walter; Owans, Ross (1994): How to Study in College. Boston, Wadsworth Publishing.</p>