

COURSE GUIDE DESCRIPTION

You must read this *Course Guide* carefully from the beginning to the end. It tells you briefly what the course is about and how you can work your way through the course material. It also suggests the amount of time you are likely to spend in order to complete the course successfully. Please keep on referring to *Course Guide* as you go through the course material as it will help you to clarify important study components or points that you might miss or overlook.

INTRODUCTION

OUMH1103 Learning Skills for Open Distance Learners is one of the courses offered by the Faculty of Education and Languages at Open University Malaysia (OUM). This course is worth 3 credit hours and should be covered over 8 to 15 weeks.

COURSE AUDIENCE

This course is offered to all learners undertaking any programme with OUM.

As an open and distance learner, you should be able to learn independently and optimise the learning modes and environment available to you. Before you begin this course, please confirm the course material, the course requirements and how the course is conducted.

STUDY SCHEDULE

It is a standard OUM practice that learners accumulate 40 study hours for every credit hour. As such, for a three-credit hour course, you are expected to spend 120 study hours. Table 1 gives an estimation of how the 120 study hours could be accumulated.

Table 1: Estimation of Time Accumulation of Study Hours

Study Activities	Study Hours
Briefly go through the course content and participate in the initial discussion	3
Study the module	60
Attend three to five tutorial sessions	10
Online participation	12
Revision	15
Assignment(s), test(s) and examination(s)	20
TOTAL STUDY HOURS ACCUMULATED	120

COURSE OUTCOMES

By the end of this course, you should be able to:

1. Describe OUM's learning environment;
2. Identify the main components of a personal computer and the Internet;
3. Utilise the tools available in OUM's virtual learning environment known as myINSPIRE;
4. Apply appropriate reading techniques in pursuing your studies;
5. Compose ideas and information in oral and written forms in your learning process; and
6. Use common office suite applications (such as the Microsoft Office application) in your studies.

COURSE SYNOPSIS

This course is divided into nine topics. The synopsis for each topic is presented as follows:

Topic 1 introduces you to techniques and methods that you can use to manage your learning in the open distance learning mode. This topic gives you an overview of the techniques mentioned and presents you with some ideas that will become useful in tackling the rigours and demands of your studies.

Topic 2 takes you on a tour of the OUM virtual learning environment. This introduction takes you through options, pages and processes that make up the myINSPIRE. These will be important when you need to explore the ideas and information that form the core of your studies with OUM.

Topic 3 takes you to the digital library in OUM. Here you will explore the services and learning tools that are offered by the Tan Sri Dr Abdullah Sanusi Digital Library. You will learn to track the information trail, search for information and manage your digital library learning experience.

Topic 4 teaches you techniques for working with the information that you get both online and offline. This will become important when you start to work with new ideas and when you need to produce your own work like when you are doing your assignment.

Topic 5 provides you an insight on how to cope with assignments. It gives you ideas and pointers on how to handle the pressures of working and studying.

Topic 6 introduces you to reading skills and techniques that will be very useful when you start your studies. This is when you will need to do much reading. While reading by itself appears to be a simple process or skill, there are ways to make your reading more effective and meaningful. This topic will show you these ways.

Topic 7 offers tips on how to make notes of the things that you have learnt or the information that you have obtained. Note-taking skill is an essential part of learning.

Topic 8 teaches you how to cope with the demands of examinations. Sitting for examinations is an essential part of education but to many, it is not always a pleasant experience. It needs not be so, and this topic will show you how to handle your examinations so that you can make the best of them in the pursuit of your education.

Topic 9 introduces you to Microsoft programs that are most commonly used by learners in their studies. While these programs are commonly used, many only use only a fraction of their full potential. Through this topic, you will explore more of their basic functions which may not be familiar to some but are very useful to the learner.

TEXT ARRANGEMENT GUIDE

Before you go through this module, it is important that you note the text arrangement. Understanding the text arrangement will help you to organise your study of this course in a more objective and effective way. Generally, the text arrangement for each topic is as follows:

Learning Outcomes: This section refers to what you should achieve after you have completely covered a topic. As you go through each topic, you should frequently refer to these learning outcomes. By doing this, you can continuously gauge your understanding of the topic.

Self-Check: This component of the module is inserted at strategic locations throughout the module. It may be inserted after one sub-section or a few sub-sections. It usually comes in the form of a question. When you come across this component, try to reflect on what you have already learnt thus far. By attempting to answer the question, you should be able to gauge how well you have understood the sub-section(s). Most of the time, the answers to the questions can be found directly from the module itself.

Activity: Like Self-Check, the Activity component is also placed at various locations or junctures throughout the module. This component may require you to solve questions, explore short case studies, or conduct an observation or research. It may even require you to evaluate a given scenario. When you come across an Activity, you should try to reflect on what you have gathered from the module and apply it to real situations. You should, at the same time, engage yourself in higher order thinking where you might be required to analyse, synthesise and evaluate instead of only having to recall and define.

Summary: You will find this component at the end of each topic. This component helps you to recap the whole topic. By going through the summary, you should be able to gauge your knowledge retention level. Should you find points in the summary that you do not fully understand, it would be a good idea for you to revisit the details in the module.

Key Terms: This component can be found at the end of each topic. You should go through this component to remind yourself of important terms or jargon used throughout the module. Should you find terms here that you are not able to explain, you should look for the terms in the module.

References: The References section is where a list of relevant and useful textbooks, journals, articles, electronic contents or sources can be found. The list can appear in a few locations such as in the *Course Guide* (at the References section), at the end of every topic or at the back of the module. You are encouraged to read or refer to the suggested sources to obtain the additional information needed and to enhance your overall understanding of the course.

PRIOR KNOWLEDGE

No prior knowledge required.

ASSESSMENT METHOD

Please refer to myINSPIRE.

TAN SRI DR ABDULLAH SANUSI (TSDAS) DIGITAL LIBRARY

The TSDAS Digital Library has a wide range of print and online resources for the use of its learners. This comprehensive digital library, which is accessible through the OUM portal, provides access to more than 30 online databases comprising e-journals, e-theses, e-books and more. Examples of databases available are EBSCOhost, ProQuest, SpringerLink, Books24x7, InfoSci Books, Emerald Management Plus and Ebrary Electronic Books. As an OUM learner, you are encouraged to make full use of the resources available through this library.

